



Using PRISM

22

FEBRUARY 2006

IAC activities are intended to follow state and federal guidelines for nondiscrimination on the basis of race, color, national origin, age, sex, residence, and disability. Persons who believe IAC or its programs are discriminatory should express concern to IAC, or the Equal Opportunity Program, U. S. Department of the Interior, National Park Service, PO Box 37127, Washington D.C. 20013-7127.

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Contacting IAC

If you have questions about PRISM or the IAC, please let us know.

Interagency Committee for Outdoor Recreation

Natural Resources Building

1111 Washington Street SE

PO Box 40917

Olympia, WA 98504-0917

Phone (360) 902-3000

FAX (360) 902-3026

TDD (360) 902-1996

E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov>

Those who are already familiar with PRISM and have entered applications previously may want to go directly to XIII Quick Steps.

I. What is PRISM

This manual contains instructions for using PRISM, which is a computerized project tracking system used by the Interagency Committee for Outdoor Recreation (IAC). PRISM is a way for applicants to submit applications to the IAC via the Internet, view other applications, and monitor funded projects.

While PRISM is accessible to anyone to review data, only applicants may add, modify, or delete data for their application up until the IAC grants manager moves the project to the Application Complete status.

Do not worry about making mistakes. PRISM security will not allow you to do anything destructive or enter inappropriate data. Any mistakes in entering data can be fixed.

Having Trouble?

If you have problems entering data, first call your grants manager. If the manager is not available, call (360) 902-3000. Staff can help you enter an application over the telephone. They have the ability to view the same data you are viewing.

When you begin entering your application, we recommend (at least for your first application) you have much of the information prepared ahead of time. Blank application forms can be found on the IAC Documents Web page <http://www.iac.wa.gov/iac/docs.htm>. However, if you don't have all the data, don't worry, you can finish entering it at a later time.

Technical Requirements:

The minimum requirements for running PRISM on your computer are:

- Connection to an Internet Service Provider (ISP)
- If you are behind a firewall, TCP Port 1433 must be open for outbound traffic
- Dial-up modem or high speed internet access (e.g. T-1 line, cable modem, or DSL preferred)
- 35 MEG hard disk space
- 16 MEG of RAM (32 is preferable)
- Pentium Class Processor AND one of these Microsoft Windows operating systems: Windows 95, Windows 98, Windows NT, Windows ME, Windows 2000, or Windows XP (Sorry, we do not support MACs.)

II. Getting Started


To get started, download the free client software and install it on your computer.

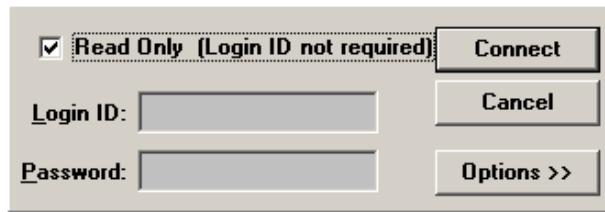
Download software: Go to <http://www.iac.wa.gov/oiac/prism.htm#download> and follow the instructions for downloading the PRISM installation program (prisminst.exe). Once you have downloaded the program, double-click on it to begin the installation wizard. We recommend that you close all other programs on your machine before clicking the "Next" button on the first wizard screen. Once setup is complete, you can accept the default to restart your computer or you can choose to restart your computer later. Click the "Finish" key. Once you click the "Finish" button and your computer restarts, the setup is complete.

If you experience any difficulties downloading or installing PRISM, contact IAC's Technical Staff, at (360) 902-3000 for help.

Login Request: IAC Web site <http://www.iac.wa.gov/oiac/prism/access.htm> has an on-line request for a login and password. If you will be entering an application, you will need to obtain a login ID and password. Both the software and login requests are available on the IAC Web site. Read-only access does not require a login ID.

III. Signing on to PRISM

To launch the PRISM application on your computer, go to the Start Menu→Programs→PRISM and click on the  PRISM icon. For Read Only Access, a login ID is not required. Just click the "Connect" button with the Read Only checkbox checked as shown below:



A screenshot of the PRISM login dialog box. The checkbox labeled "Read Only (Login ID not required)" is checked. To the right of the checkbox are three buttons: "Connect", "Cancel", and "Options >>". Below the checkbox are two text input fields labeled "Login ID:" and "Password:". The "Login ID:" field is empty, and the "Password:" field is also empty.

If you will be entering an application, you will need to uncheck the checkbox and enter your assigned login ID and password. The login determines the level of security for a user and what screens and fields a user can access.

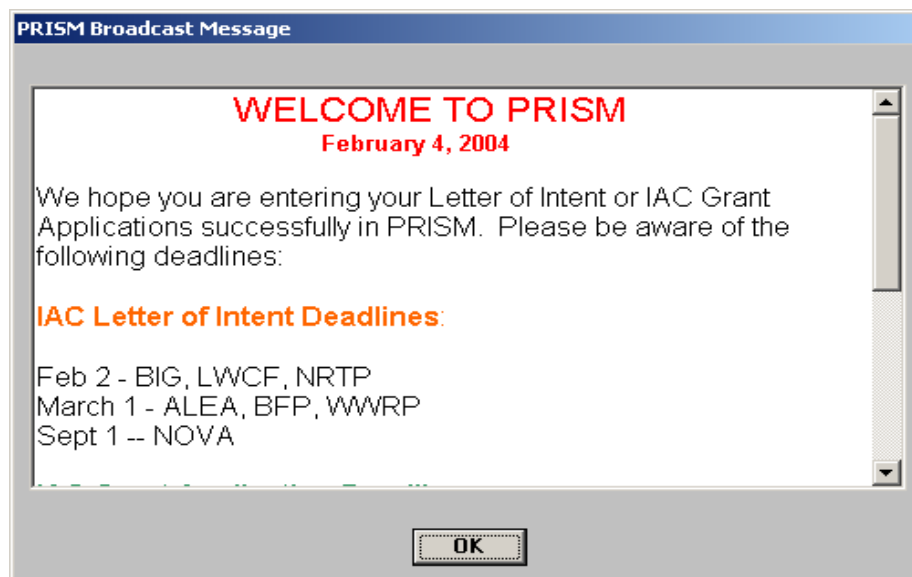


A screenshot of the PRISM login dialog box. The checkbox labeled "Read Only (Login ID not required)" is unchecked. To the right of the checkbox are three buttons: "Connect", "Cancel", and "Options >>". Below the checkbox are two text input fields labeled "Login ID:" and "Password:". The "Login ID:" field is empty, and the "Password:" field is also empty.

After the Login screen has been completed, click the "Connect" button to connect to PRISM.

The PRISM Broadcast Message screen will display, welcoming you to the PRISM program. This screen is changed periodically to provide updated information to users.

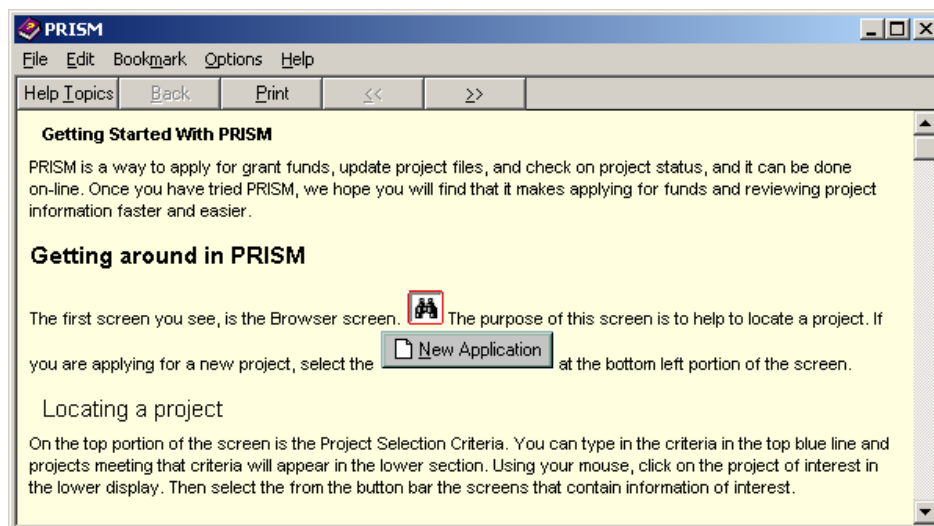
Broadcast Message Screen




Click "OK" to close the Broadcast Message Screen.

If you have opted for Read Only access or if this is the first time you are logging into PRISM, the Getting Started help file will be displayed.

Getting Started with PRISM

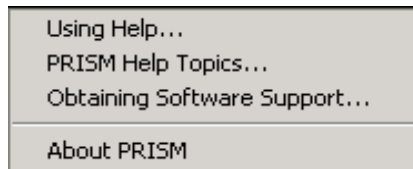


A user can access this help at anytime by selecting the  icon located at the bottom left side of the project browser screen. This help is focused on assisting users to navigate the Browser and enter a new application.

IV. PRISM Help

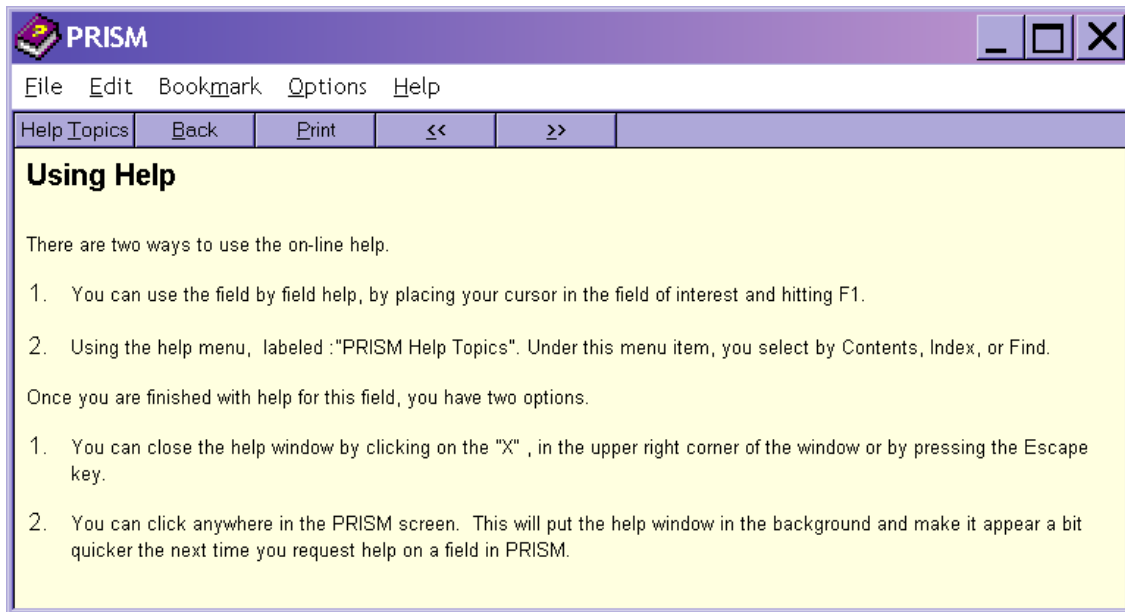
In addition to the Getting Started help that you can access from the Browser, there are three additional ways to access the help features:

- Field Level Help. Field level help is available throughout the system. Click on a field, and then select F1. This help will tell you about the field, how to complete the field, and the type of information being requested.
- Obtaining Software Support. This help displays a telephone number to contact if you are having difficulties using PRISM.
- Main Menu Help. Clicking the "Help" menu item accesses this help. Selecting Help brings up the following options.



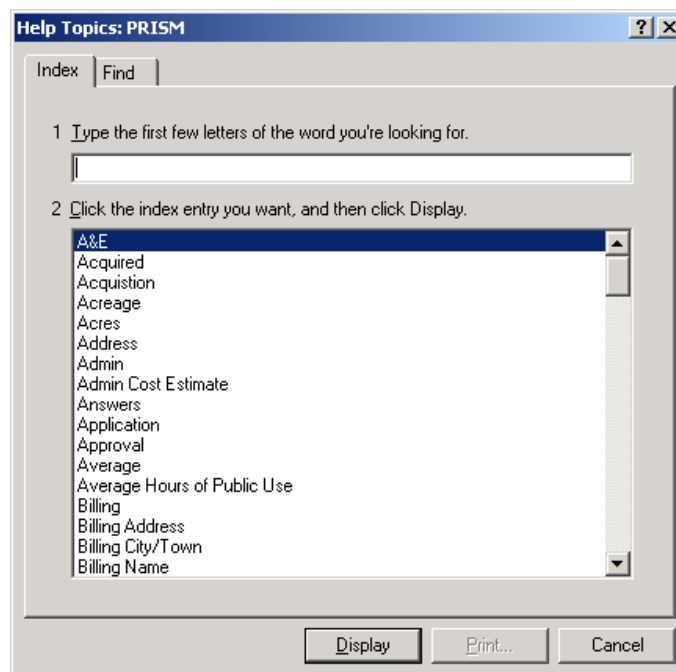
Using Help describes the main two ways of using Help without calling technical support.

Using Help



PRISM Help Topics allows you to search by topic, words or phrases.

PRISM Help Topics - Index



The Find tab permits a user to search for a specific word or phrase.

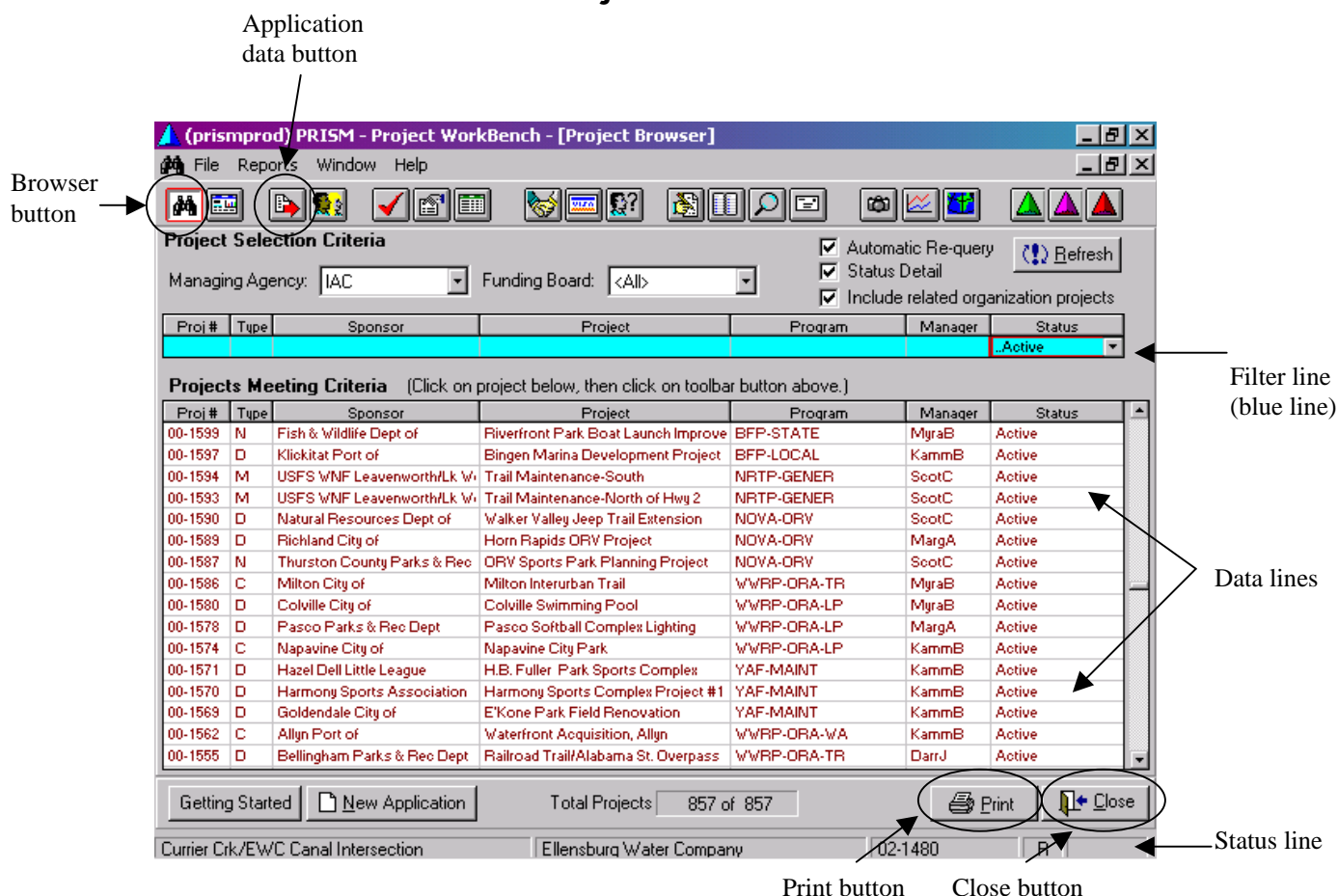
PRISM Help Topics – Find





V. Locating an Existing Project in the Database

The first screen displayed after completing the login process is the Project Browser. This screen is used to list and locate specific projects based on selection criteria. The browser shows basic information for each project: IAC project number, sponsor, project name, program funding source, assigned IAC grants manager, and status. The browser is designed to display project information. No data is entered on this screen.


Project Browser





The browser is used to find a specific project by entering data on the blue filter line. Data that can be used to locate a project is the IAC project number, sponsor name, or project name. In addition, selecting information in the dropdown boxes under program, manager, or status will further define the list of projects. The more information provided on the blue filter line, the narrower the search will be. Once you fill in the boxes, hit refresh to display your selection, select the "Refresh"  button on the top right portion of the screen.

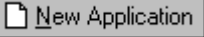
Once you have located the project you wish to review or edit, click on the data line. A dark box will appear around the selected project. You can verify the correct project is selected by viewing the Status Line along the bottom of the screen. To review or edit application data, select the Application Data Icon  at the top of the screen. Then move through the tabs. For

further instructions, see the next section on adding a new application.

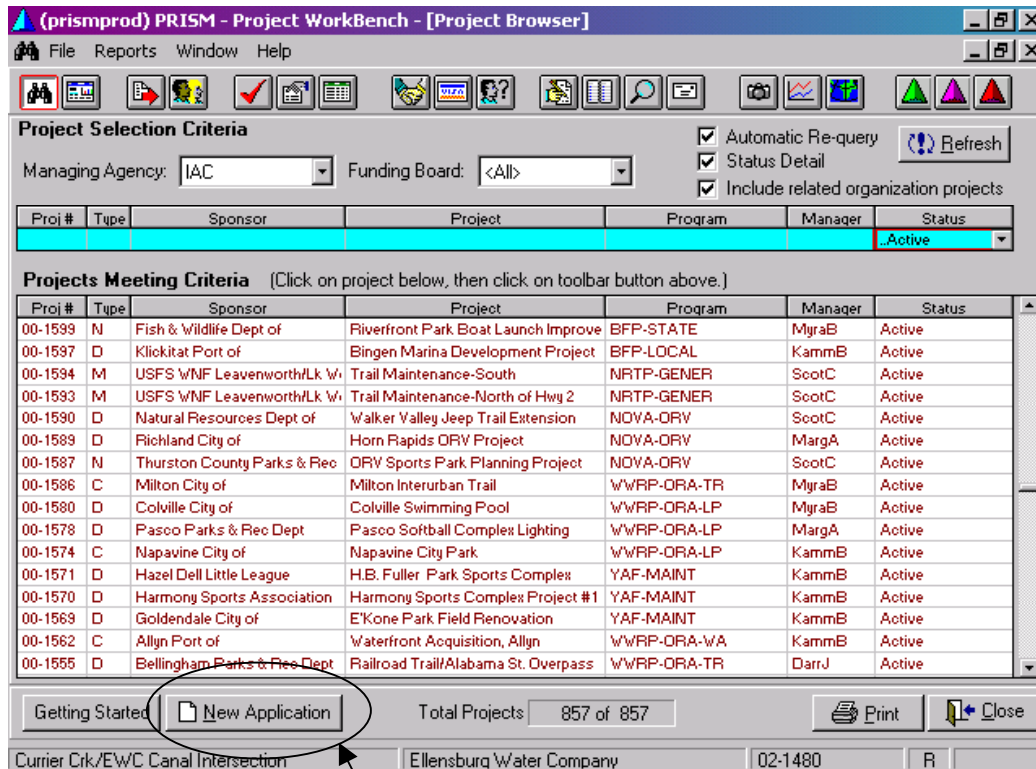
The "Print"  button, at the bottom right of the screen is used to print the data displayed on the screen. Clicking on the "Print" button generates a report called the Browser Report.

The "Close" button  is used to close the Browser. To reactivate the Browser, select the "Browser" button .

VI. Starting a New Application

Select the “New Application”  on the bottom left portion of the browser screen. This is used to add a new application that has not been entered into PRISM before. If you have already started a project and wish to update it, refer to the previous section on how to locate a project.

Project Browser Screen



New application button

You can type in some data in PRISM, then save. Later you can return to the application and enter additional information. However, the application must be “submitted” no later than the application due date (see Section IX). While you can enter only one application at a time, multiple applications can be at various stages of entry at one time.

New Application Wizard is the first screen that will appear after clicking on the “New Application” button.

New Application Wizard

The screenshot shows a window titled "New Project Application Wizard" with a close button (X) in the top right corner. The window has a tan background. Inside, there is a welcome message: "Welcome to the project wizard. Enter the required information below and, then use the Next button to go to the next page in the wizard. Select the Finish button to save changes and exit wizard." Below this message are three input fields: "Enter Project Name." with a text box, "Select Funding Program." with a dropdown menu, and "Select Project Type." with a dropdown menu. At the bottom of the window are five buttons: "Help", "Cancel", "< Back", "Next >", and "Finish".

On the first wizard screen, enter the project name, the funding program you are applying for, and the type of project.

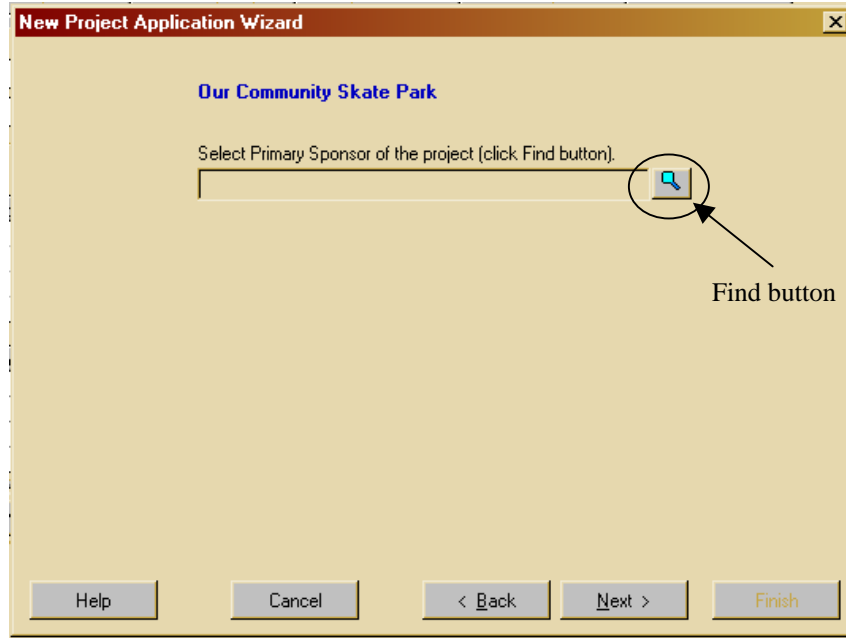
Project Name: Type in a specific project name. Try to use a unique name that is descriptive of the project and will distinguish this project from others.

Funding Program. Select the funding program from the dropdown box.


Project Types. The Project Type is selected from a dropdown box. Depending upon the funding program, you may have the option of selecting:

- Acquisition (A)
- Combined (C) (acquisition and development)
- Development (D)
- Education (E) – *Boating Infrastructure Grants, Nonhighway and Off-road Vehicle Activities (NOVA), and National Recreational Trails Program (NRTP)* projects *ONLY*
- Maintenance (M) - *NOVA* and *NRTP* projects *ONLY*
- Non-Capital (N) (plans, permits, assessments, and studies) - *NOVA* and *Boating Facilities Program (BFP)* projects *ONLY*
- Planning/Acquisition (P) (acquisition and planning) - *BFP* projects *ONLY*
- Restoration (R) – *Aquatic Lands Enhancement Account* projects *ONLY*

Click on the "Next" button to advance the wizard.

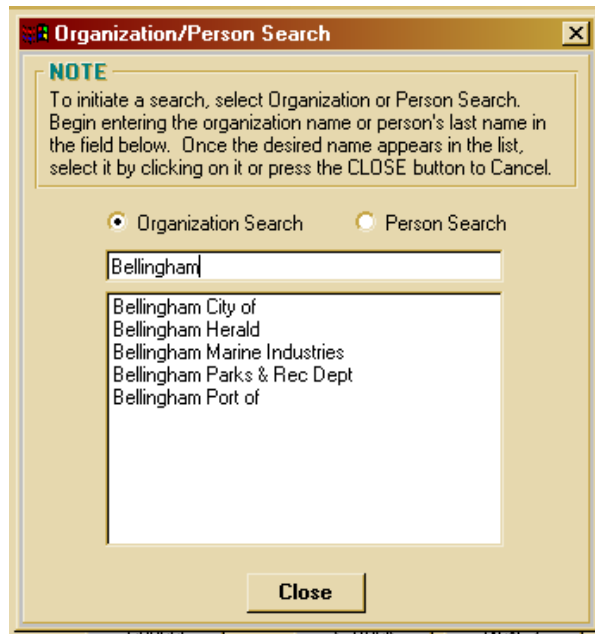


On the second wizard screen you will select the project sponsor.

Sponsor. Select the "Find" button  to bring up the Organization Search selection box. The user must select from the organization list for the project sponsor. If the desired organization is not found in the list, contact IAC to have it entered into the database.

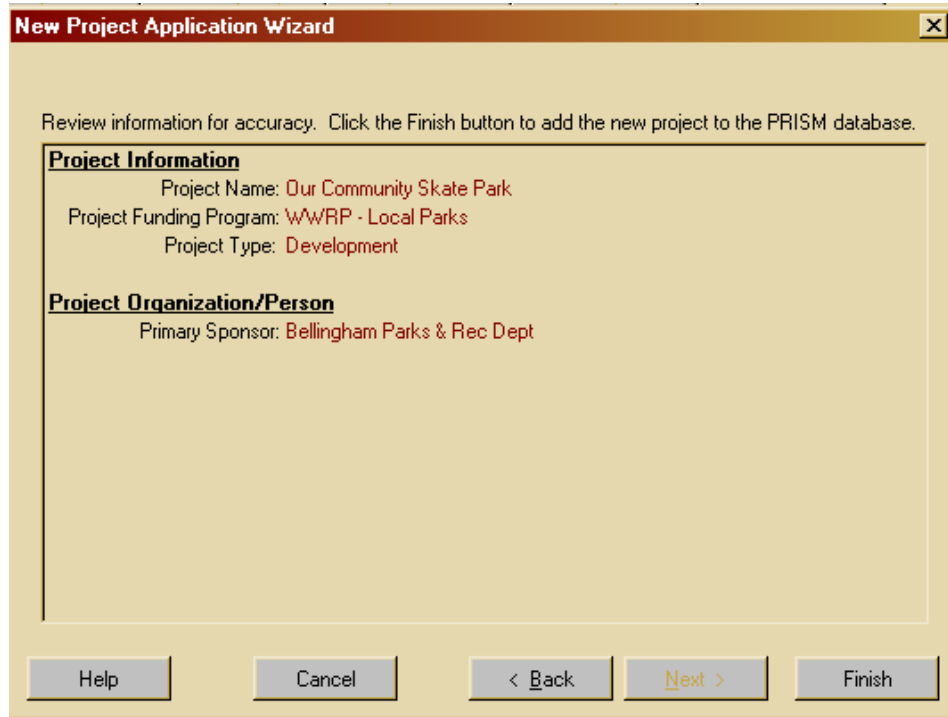
To use the search box, start typing the organization's name and after two characters, a list will display. Click on the organization and the record will be retrieved.

Organization Search Box



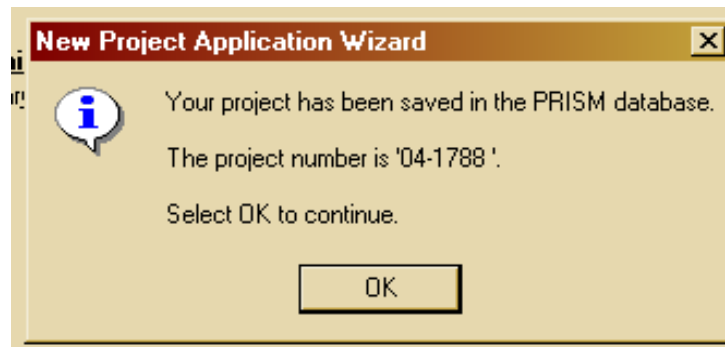
Once the sponsor has been selected, click on the “Next” button to advance the wizard.

The third wizard screen summarizes the information entered so far. Review the information for accuracy. Click the “Finish” button when complete.




The screenshot shows the 'New Project Application Wizard' window. The title bar is orange with the text 'New Project Application Wizard' and a close button. The main area has a light beige background. At the top, it says 'Review information for accuracy. Click the Finish button to add the new project to the PRISM database.' Below this, there are two sections: 'Project Information' and 'Project Organization/Person'. Under 'Project Information', the fields are: Project Name: Our Community Skate Park, Project Funding Program: WWRP - Local Parks, and Project Type: Development. Under 'Project Organization/Person', the field is: Primary Sponsor: Bellingham Parks & Rec Dept. At the bottom, there are five buttons: Help, Cancel, < Back, Next >, and Finish.

If all the data is complete, the following message will display:



The screenshot shows the 'New Project Application Wizard' window displaying a success message. The title bar is orange with the text 'New Project Application Wizard' and a close button. The main area has a light beige background. On the left, there is a blue speech bubble icon with a white 'i'. To the right of the icon, the text reads: 'Your project has been saved in the PRISM database. The project number is '04-1788 '. Select OK to continue.' At the bottom, there is a single button labeled 'OK'.

For ease of finding your project in the future, write down the project number. Select the “OK”  button and it will activate additional screens for further data entry.

The information entered in the New Application Wizard is automatically entered into the **Tab 1 Basic Data** screen.

Based on the type of application selected, different tabs will be activated. Other tabs will be grayed-out and not allow you access. If the tab is activated, you are required to complete some information on that tab.


Tab 1 Basic Data is the first screen that will appear.

Tab 1 Basic Data


Edit button

The project sponsor identified in the New Application Wizard will automatically be designated as the "Primary Sponsor." Click the dropdown box to change the "Primary" designation. Secondary sponsors are used only if the project will be co-sponsored by another eligible entity.

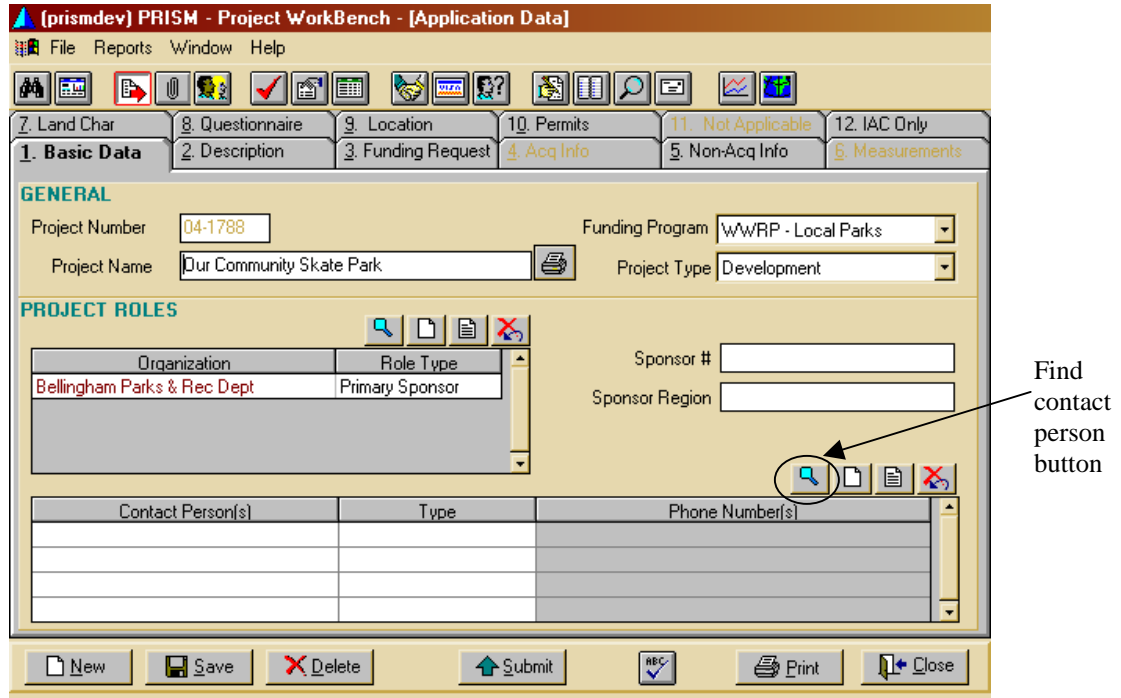
Any person from an organization listed in the Sponsor box has the ability to change and modify the data when the project is in pre-application and application submitted status (if they have a user login and password). Once the project is moved to application complete status by IAC, only IAC staff has the ability to change the application data.

You can verify the organization data is accurate by double clicking on the organization name or selecting the "Edit"  button. If organization data is not accurate, contact IAC to update the information.

Sponsor # and Sponsor Region. These optional text fields are for an applicant to use to identify their internal project or contract number and region. This allows an applicant to cross-reference an IAC project with his or her own organization's project number.

Contact. Select the “Find” button  located to the right of the Contact block to bring up the Contact Person Search. **If you have a login and you are selecting yourself, your information is already in the system. Do not add yourself again – use the find process.**

Tab 1 Basic Data



(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

GENERAL

Project Number: 04-1788 Funding Program: WWRP - Local Parks

Project Name: Our Community Skate Park Project Type: Development

PROJECT ROLES

Organization	Role Type
Bellingham Parks & Rec Dept	Primary Sponsor

Sponsor #:

Sponsor Region:

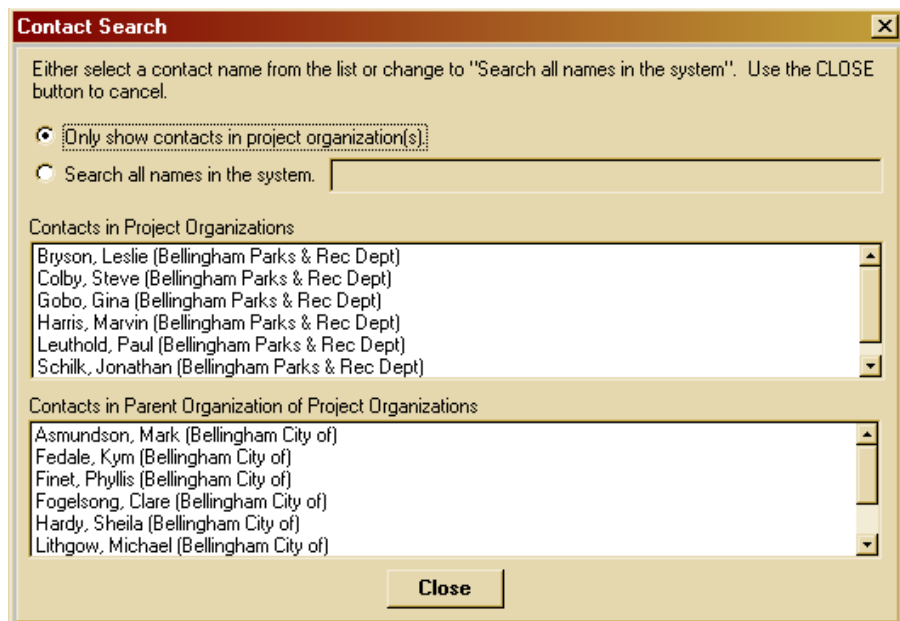
Contact Person(s)

Contact Person(s)	Type	Phone Number(s)

New Save Delete Submit REC Print Close

Find contact person button

Contact Person Search



Contact Search

Either select a contact name from the list or change to "Search all names in the system". Use the CLOSE button to cancel.

☒ Only show contacts in project organization(s):

☐ Search all names in the system.

Contacts in Project Organizations


- Bryson, Leslie (Bellingham Parks & Rec Dept)
- Colby, Steve (Bellingham Parks & Rec Dept)
- Gobo, Gina (Bellingham Parks & Rec Dept)
- Harris, Marvin (Bellingham Parks & Rec Dept)
- Leuthold, Paul (Bellingham Parks & Rec Dept)
- Schilk, Jonathan (Bellingham Parks & Rec Dept)

Contacts in Parent Organization of Project Organizations

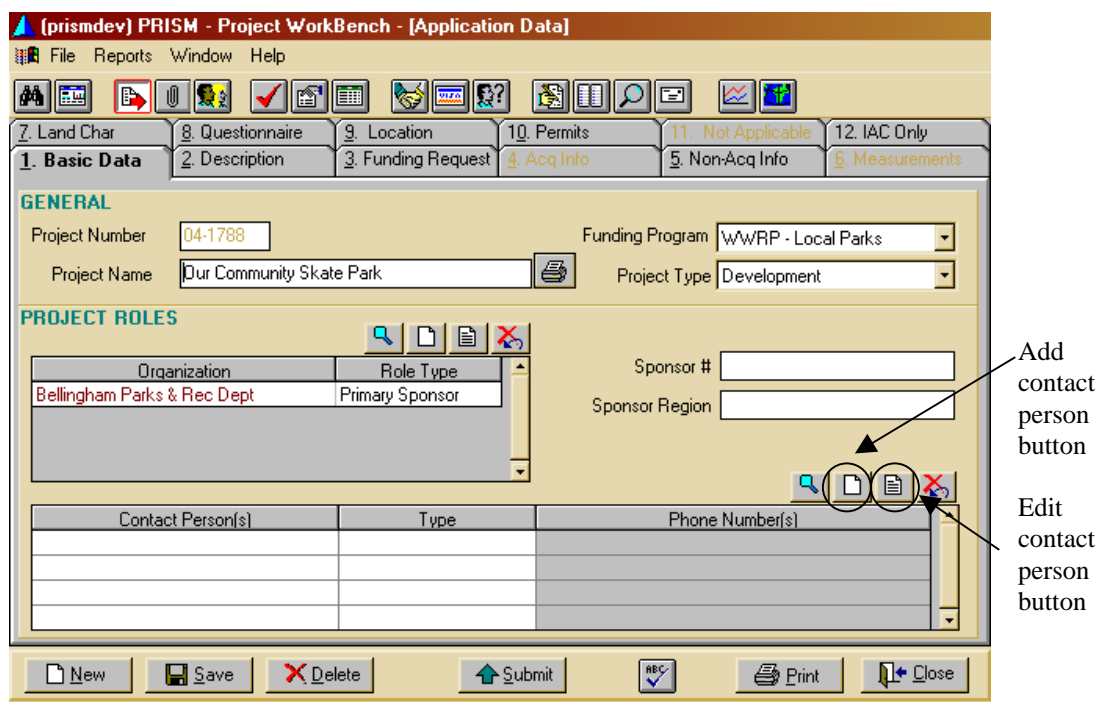
- Asmundson, Mark (Bellingham City of)
- Fedale, Kym (Bellingham City of)
- Finet, Phyllis (Bellingham City of)
- Fogelsong, Clare (Bellingham City of)
- Hardy, Sheila (Bellingham City of)
- Lithgow, Michael (Bellingham City of)

Close

If the contact information is already in PRISM, click on the name, and the record will be retrieved and posted to the Tab 1 Basic Data screen automatically. You can also search the entire PRISM system for a contact. To do so, click on the "Search all names in the system" button.

If the search yields no matches, close the Contact Person search screen without selecting a person. Then select the "Add"  button from the Tab 1 Basic Data screen. A blank person screen will be available for data entry.

Tab 1 Basic Data



(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

GENERAL

Project Number: 04-1788 Funding Program: WWRP - Local Parks

Project Name: Our Community Skate Park Project Type: Development

PROJECT ROLES

Organization	Role Type
Bellingham Parks & Rec Dept	Primary Sponsor




Sponsor #: Sponsor Region:

Contact Person(s)	Type	Phone Number(s)

New Save Delete Submit REC Print Close

Add contact person button

Edit contact person button

Double clicking on the Contact name or selecting the "Edit" button  can edit the Person record from the Tab 1 Basic Data screen. When the edits are complete, the user must click on the "Save"  and "Close"  buttons at the bottom of the Contact Person screen. This will return the user to the basic application screen.

Contact Person Window





Save button

Close button

Once the contact person(s) has been selected on the Tab 1 Basic Data screen, select the appropriate contact type in the dropdown box for each contact. Each application must have one, and only one, project manager. The project manager is the individual whom IAC staff will contact for information about the project and who will be the recipient of the majority of correspondence.

Different correspondence may go to different people within an organization based upon the contact type. For example, "Agreement" type allows for the project agreement to be mailed to a specific person other than the project manager. There also may be "Alternate Project Managers" who may receive copies of correspondence that is sent to the project manager. However, most applicants designate one project manager to receive all correspondence for a project.

Contact Person(s)	Type
Craig, Ron (South Bend City of, Willapa Co)	Project Manager
Hill, Vyrle (South Bend City of, Willapa Co)	Planner
Sovereign, Betty (South Bend City of)	Billing

To delete a contact, select the row to be deleted and click on the  button. Text to be deleted will change to italics and will be deleted after the "Save"  button is pressed. If you change your mind and want to keep the text, simply click on the  button again before pressing .

Tab 1 Basic Data

prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements 7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Salmon Information 12. IAC Only

GENERAL

Project Number: 04-1030 Funding Program: Salmon State Projects

Project Name: Cedar Rapids Floodplain Project Type: Combined

SPONSOR

Sponsor: Fish First Primary: X Sponsor #: Sponsor Region:

CONTACT

Contact: Swanson, Dean Type: Project Manager Phone Number(s): (360) 263-1212 (Phone - work)

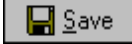
New Save Delete Submit Print Close

Cedar Rapids Floodplain Fish First 04-1030 C

Save button

Delete contact button

Close

When the contact information is complete, click on the “Save”  button at the bottom of the screen.

Once the first tab has been completed, click on Tab 2, Description.

Tab 2 Description

prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements 7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only






GOAL & OBJECTIVE


IAC Goal: Select... Objective:

PROJECT DESCRIPTION

New Save Delete Submit Print Close

Zoom description text button

Type in the project description (or paste from another file) in the Description field. The field allows up to 1500 characters (including spaces). The description can be formatted using the "Bold" , "Italic" , or "Underline"  buttons. Additionally, the Description field can be made larger by selecting the "Zoom"  button. To check the Description field spelling, select the "Spell Check" button .

Press the "Save"  button at the bottom of the Descriptions Screen.

Remember the project description is used to present your project for evaluation, board approval, and for media releases, so be clear about what you will be doing and why it is needed.

VII. Adding Funding Request Information

Tab 3 Funding Request. Tab 3 is used to input information about the IAC funding request and the sponsor match (if applicable).

Tab 3 Funding Request

(prismprod) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. NOVA/NRTP 12. IAC Only
1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

FUNDING REQUEST DETAIL

IAC Funding Request

Funding Source	Amount
NRTP - General	\$50,000.00

Sponsor Match

Category	Amount
Donated Labor	\$18,000.00
Force Acct - Labor	\$22,000.00
Force Acct - Materials	\$4,000.00

FUNDING REQUEST SUMMARY

IAC Total	\$50,000.00	53%
Sponsor Total	\$44,000.00	47%
Project Total	\$94,000.00	100%

PROJECT COST ESTIMATE

Acquisition Estimate	\$0.00	0%
Maintenance Estimate	\$94,000.00	100%
Total Project Estimate	\$94,000.00	100%

New Save Delete Submit ABC Print Close

IAC Funding Request

Sponsor Match

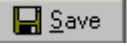
Save button

Enter the amount of funds you are requesting from the IAC in the amount field in the IAC Funding Request box at the top left of the screen. The Funding Source will automatically be entered based upon the information submitted during the initial application wizard.

Under the Sponsor Match section, select from the dropdown box the type of match amounts your organization will be providing and enter in the amount for each type of match.

The IAC Funding Request and Sponsor Match amounts will be added together to determine the Project Total. This information is displayed in the table in the upper right hand of the screen.

The Project Cost Estimate section on the lower right side of the screen is to reconcile the Project Total with the amount entered into the cost estimate on Tabs 4 and 5. Once the cost estimates (Tabs 4 and 5) have been entered and saved, data will display on this screen. **The project cost estimate total must equal the funding request estimate.** Since Tabs 4 and 5 have not yet been completed, this section shows the Total Project Estimate as \$0.

Select "Save"  and go to the next Tab.

Tab 4 Acquisition Info is required for all applications with property acquisition elements. The first screen is primarily a summary of individual property information, which is entered separately into the Acquisition Property Detail Pop-up screen. Individual properties entered in the Pop-up screen are displayed in the Property List box on the left portion of the screen. Total acquisition cost items and estimated amounts for all the properties to be acquired are displayed on the right portion of the screen.

Tab 4 Acquisition Information

Add Property button to display the Pop-Up Screen

Property Name	Acres

Property Totals 0.00 \$0.00


Aquisition Cost Item	Est. Amt

Subtotal \$0.00

Admin Amount Max \$0.00 Admin % Max 5% Admin Cost Estimate \$0.00

Total Acq Cost Estimate \$0.00

New Save Delete Submit Print Close

Application Property Details Pop-up Screen is for entering detailed information about each property to be purchased. To enter information on the Pop-up, select the "Add"  button in the Property List section.

Tab 4 Property Details

PROPERTY DETAILS	
Property Name	Cedar Rapids
Date to be Acquired	10/15/2003
Acreage	5.00
Value Determination	Estimate of Value
Purchase Type	Fee ownership

COST ESTIMATE DETAILS	
Acquisition Cost Item	Est. Amt
Applicable taxes	\$100.00
Appraisal and review	\$8,800.00
Closing	\$7,000.00
Demolition	\$3,000.00
Hazardous substances assess	\$2,000.00
Land	\$300,000.00
Other	\$100.00
Recording fees	\$2,500.00
Relocation	\$50,000.00
Survey	\$2,000.00
Title reports/insurance	\$3,000.00
Wetland delineation	\$1,500.00
Total	\$380,000.00

Type in the property name, anticipated date the land will be acquired, and expected number of acres in the appropriate fields. The Value Determination and Purchase Type fields are selected from dropdown boxes. The Acquisition Cost Items are selected from a dropdown box and the amount estimated for each item must be entered. Select "Save" . PRISM will return to the Acquisition Information screen.

Users may enter multiple parcels. You also can edit previously entered properties by selecting the property line to be edited, then selecting the "Edit" button .

Application Data, Tab 4 Acquisition Info

PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

PROPERTY LIST		
Property Name	Acres	\$
Anderson Point	72.59	\$1,012,046.00
Property Totals	72.59	\$1,012,046.00

PROJECT TOTALS	
Acquisition Cost Item	Est. Amt
Appraisal and review	\$5,000.00
Closing	\$2,521.00
Hazardous substances asse:	\$2,140.00
Land	\$1,000,000.00
Recording fees	\$10.00
Title reports/insurance	\$2,375.00
Subtotal	\$1,012,046.00

Admin Amount Max: \$50,602.30 Admin % Max: 5%

Admin Cost Estimate: \$20,000.00

Total Acq Cost Estimate: \$1,032,046.00

Buttons: New, Save, Delete, Submit, Print, Close

The only data field entered on the main Acquisition Information tab is the Administrative Cost field, on the bottom right of the screen.

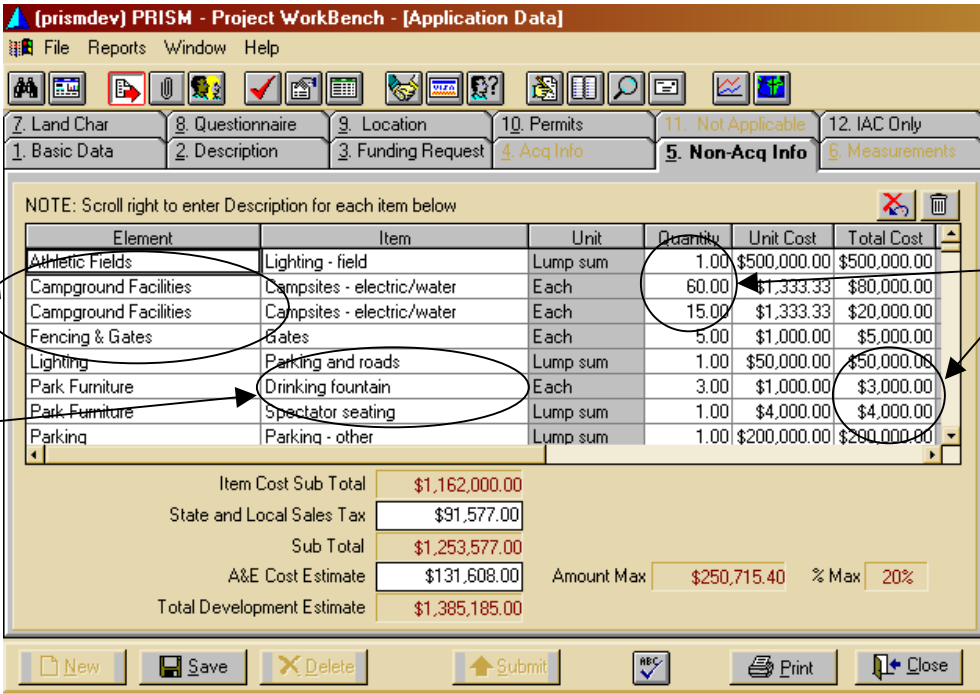
Enter the total Administrative Cost on this screen for all properties being purchased. IAC limits administrative costs and PRISM will calculate the maximum Administrative Cost eligible and displays it at the bottom left of the screen. Be sure the amount you enter does not exceed the Administrative Maximum Amount.

NOTE: The total acres entered on this screen must equal the total acres to be acquired on Tab 7 Land Characteristics.

Select "Save"  and go to the next Tab.

Tab 5 Non-Acquisition Info is required for all applications with development, restoration, education, maintenance, or planning elements depending upon the type of application.

Tab 5 Non-Acquisition Info



NOTE: Scroll right to enter Description for each item below

Element	Item	Unit	Quantity	Unit Cost	Total Cost
Athletic Fields	Lighting - field	Lump sum	1.00	\$500,000.00	\$500,000.00
Campground Facilities	Campsites - electric/water	Each	60.00	\$1,333.33	\$80,000.00
Campground Facilities	Campsites - electric/water	Each	15.00	\$1,333.33	\$20,000.00
Fencing & Gates	Gates	Each	5.00	\$1,000.00	\$5,000.00
Lighting	Parking and roads	Lump sum	1.00	\$50,000.00	\$50,000.00
Park Furniture	Drinking fountain	Each	3.00	\$1,000.00	\$3,000.00
Park Furniture	Spectator seating	Lump sum	1.00	\$4,000.00	\$4,000.00
Parking	Parking - other	Lump sum	1.00	\$200,000.00	\$200,000.00

Item Cost Sub Total \$1,162,000.00
 State and Local Sales Tax \$91,577.00
 Sub Total \$1,253,577.00
 A&E Cost Estimate \$131,608.00
 Total Development Estimate \$1,385,185.00
 Amount Max \$250,715.40 % Max 20%

To enter information, select from the dropdown box under the Element heading. Then select a corresponding Item from the adjacent dropdown list. To complete a particular cost element, the quantity and total cost must be entered based upon the predefined units. PRISM calculates the unit cost.

If a large quantity or dollar amount will not fit within the column size, the column widths on this screen can be adjusted. Using the mouse, click on the column header, hold and drag to desired width.

Tab 5 Non-Acquisition Info

NOTE: Scroll right to enter Description for each item below

Element	Item	Description
Athletic Fields	Lighting - field	Lighting of the three fields will double their use
Campground Facilities	Campsites - electric/water	Sites, for RV's
Campground Facilities	Campsites - electric/water	Camp pads w/utilities for tent camping
Fencing & Gates	Gates	Steel gates at parking lot, campground entrances
Lighting	Parking and roads	Street lamp type lights
Park Furniture	Drinking fountain	Stainless Steel - mouted on RR bldg.
Park Furniture	Spectator seating	Along field, using existing berm (will be accessible)
Parking	Parking - other	225 permeable surface stalls - 10 ADA, 1 van & occer fiel

Item Cost Sub Total \$1,162,000.00

State and Local Sales Tax \$91,577.00

Sub Total \$1,253,577.00

A&E Cost Estimate \$131,608.00


Total Development Estimate \$1,385,185.00


Amount Max \$250,715.40 % Max 20%

Buttons: New, Save, Delete, Submit, Print, Close

For some items, a short description is required in the description field at the far right of the screen. Scroll to the right to do so.

The State and Local Sales Tax and A&E (Administration and Engineering) Cost Estimate are entered on the bottom portion of the screen, if the field is not grayed out. The A&E costs represent costs for the whole project, while the other costs are captured at the element and item level. IAC limits the amount of A&E costs for each project. PRISM calculates the maximum A&E Costs allowed based on the subtotal. Be sure to enter A&E costs within the maximum allowed.

To verify the Description field spelling, select the "Spell Check" button . Select "Save"

 Save

Now that you have entered the cost estimates (Tabs 4 and 5), you may view your funding request and project cost estimate on Tab 3.

Tab 3 Funding Request

(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

FUNDING REQUEST DETAIL

IAC Funding Request

Funding Source	Amount
Land and Water Conservation	\$500,000.00

Sponsor Match

Category	Amount
Appropriation \ Cash	\$885,185.00

FUNDING REQUEST SUMMARY

IAC Total	\$500,000.00	36%
Sponsor Total	\$885,185.00	64%
Project Total	\$1,385,185.00	100%

PROJECT COST ESTIMATE

Acquisition Estimate	\$0.00	0%
Development Estimate	\$1,385,185.00	100%
Total Project Estimate	\$1,385,185.00	100%

New Save Delete Submit ABC Print Close

Project total and project estimate must match

The Project Total and Total Project Estimate must match. If the amounts are not the same, amend information on Tabs 3, 4, or 5 until the totals equal.

VIII. Adding Other Project Information

Tab 7 Land Characteristics is required for most projects. On this tab you will enter information about the property.

Tab 7 Land Characteristics

(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char

Project Acreage Type	Existing Acres	Acres to be Acq.	Acres to be Dev.	Acres to be Renov.	New Total
Lake	0.90	46.00			46.90
Riparian lands	303.80	173.00			476.80
Wetlands	35.30	141.00			176.30
	340.00	360.00	0.00	0.00	700.00

Project Waterfront Type	Existing Front Feet	Front Feet to be Acq.	Front Feet to be Dev.	Front Feet to be Renov.	New Total
Lake	1,260	18,625			19,885
Stream/Creek	19,360	1,660			21,020
	20,620	20,285	0	0	40,905

Land Comments: These Morgan Marsh parcels are part of a wetlands/lake complex at the headwaters of Big Beef, Tahuya, Stavis and Anderson Creeks. The size and shape of the areas to

Trail Miles

To be Acq.	To be Dev.	To Be Renov.
0.00	0.00	0.00

New Save Delete Submit Print Close

Enter the Project Acreage Type by selecting from the dropdown box. Enter the number of existing acres. Existing acres are the acres, or area immediately adjacent to the property, that already are dedicated park or habitat lands. Also enter the number of acres proposed to be acquired, developed and renovated in the appropriate fields. Totals will be calculated automatically.

Project Acreage Type dropdown box

Project Acreage Type	Existing Acres	Acres to be Acq.	Acres to be Dev.	Acres to be Renov.	New Total
	0.00	0.00	0.00	0.00	0.00

NOTE: The total number of acres to be acquired on Tab 7 must match the total number of acres listed on Tab 4 Acquisition Info.

Enter the Project Waterfront Type, if applicable, by selecting from the dropdown box. Enter the number of existing feet of waterfront and the number of feet to be acquired, developed, and/or renovated. Totals will be calculated automatically.

Project Waterfront Type dropdown box

Project Waterfront Type	Existing Front Feet	Front Feet to be Acq.	Front Feet to be Dev.	Front Feet to be Renov.	New Total
	0	0	0	0	0

Enter a brief description of the property in the Land Comments text box. Land Comments should reflect the existing features of the property, current level of development, and other characteristics of the property not previously captured. Enter the number of trail miles proposed for acquisition, development, and/or renovation, if applicable.

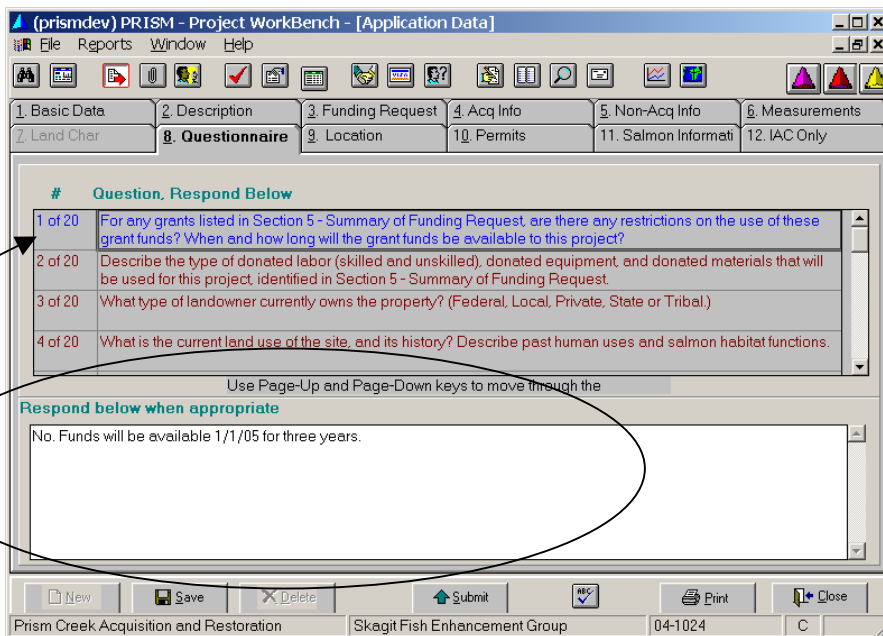
Land Comments These Morgan Marsh parcels are part of a wetlands/lake complex at the headwaters of Big Beef, Tahuya, Stavis and Anderson Creeks. The size and shape of the areas to			Trail Miles <table border="1"> <tr> <td>To be Acq.</td> <td>To be Dev.</td> <td>To Be Renov.</td> </tr> <tr> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </table>			To be Acq.	To be Dev.	To Be Renov.	0.00	0.00	0.00
To be Acq.	To be Dev.	To Be Renov.									
0.00	0.00	0.00									
<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>			<input type="button" value="Submit"/> <input type="button" value="ABC"/> <input type="button" value="Print"/>								


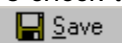
Select "Save"  and go to next Tab.


Tab 8 Questionnaire is for you to respond to a series of questions. You respond by reading the highlighted questions located on the top portion of the screen and responding in the text box on the bottom portion of the screen. The Page Down/Up keys or the mouse are used to move from question to question.

Tab 8 Questionnaire

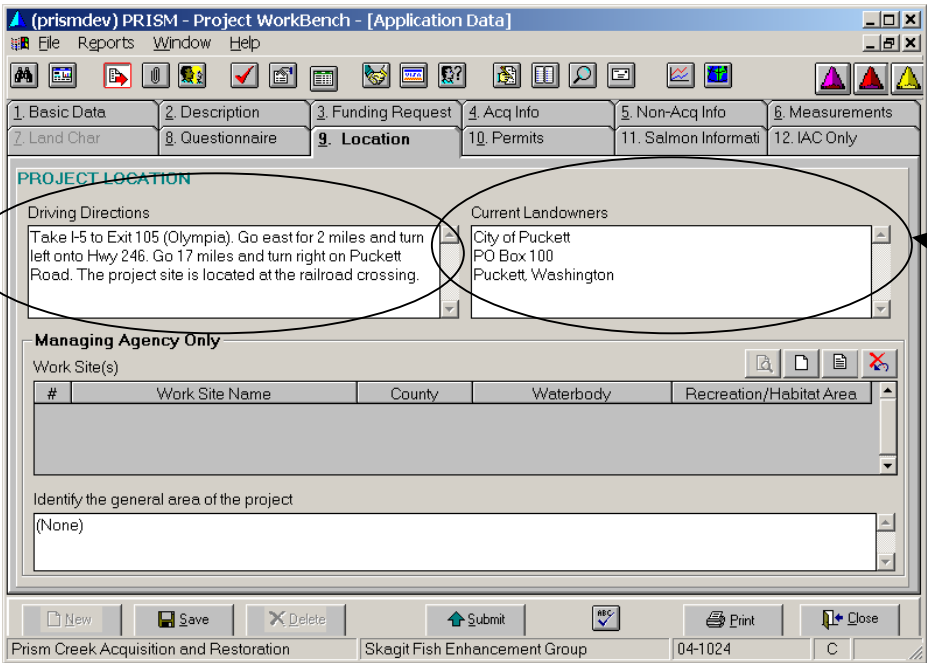
Respond to the highlighted question in the text box.



To check the Responses field spelling, select the "Spell Check" button . Select "Save"  and go to the next Tab.

Tab 9 Location captures geographic and political boundary information about the project. Enter in the driving directions and current landowner information. To check the Driving Directions field spelling, select the "Spell Check" button . IAC staff will enter the remainder of the information in this tab.

Tab 9 Location



Driving directions text box.

Current landowners text box

Select "Save"  and go to the next Tab.

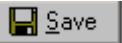
Tab 10 Permits. Select from the dropdown box the permits needed for your project. The issuing organization will appear when the permit type is selected. Add information about the status of the permits in the Comment text box.

Tab 10 Permits

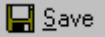

Permit dropdown box

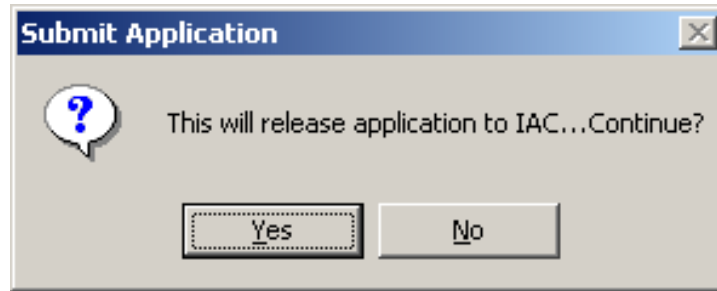
Comment text box

Permits and Reviews	Issuing Organization	Comments (include issue date, permit #)
Aquatic Lands Use Authorization	Dept of Natural Resources	
Cultural Assessment [Section 106]	CTED-OAHP	
Hydraulics Project Approval [HPA]	Dept of Fish & Wildlife	applied for in July. Permit number is 4471820

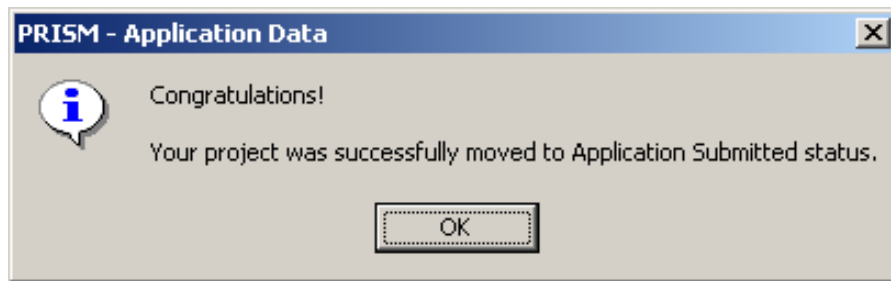
Select "Save"  and go to next Tab.

IX. Submitting Your Application

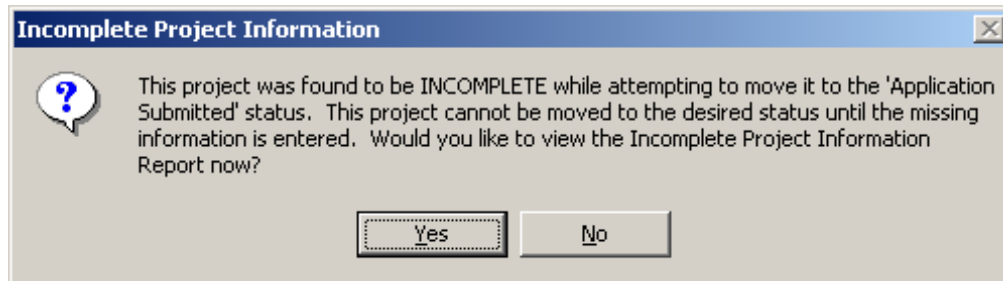
You now have completed all the fields required for your application. Press the “Save”  button. Next, select the “Submit”  button. It will bring up the following box. Select Yes.



This will activate an edit check to ensure all fields are complete. If the data is complete, you will receive the following message:



If any errors are detected it will bring up the following box. Select Yes.



The following report will display information about what screens and fields you need to correct or provide additional information.

Incomplete Project Information Report

The screenshot shows a web application window titled "1Incproj". The interface includes a navigation bar with "1 of 1+", a "61%" zoom level, and "Total: 7" items. The main content area is titled "Incomplete Project Information Report" and displays the following information:

Project Name:	test
Project Number:	04-1017
Project Type:	Restoration

Incomplete Item #1

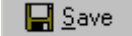
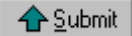
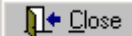
Item:	Application Data
Screen:	Tab 5: Non-Acq Info
Field Name:	Element Item

Identifying Data:

Correction Needed: Need to identify at least one element/item from the non-acquisition list for your project.

Incomplete Item #2

Item:	Application Data
Screen:	Tab 3: Funding Request

Fix the items listed, then  Save and  Submit the project again. Continue doing this process until your application passes all edits. Once the application has been moved to Application Submitted status, select the "Close"  Close button. This will return you to the Project Browser screen. To make sure you have submitted all the necessary application materials by the deadline, review the Application Checklist (see Section XI).

You must "submit" your project no later than the application due date. Once you have submitted the application, you can return to PRISM and make changes. Changes can be made until IAC staff moves the application to Application Complete status after all items are final.


X. Adding Attachments

Some materials and information on projects cannot be entered directly into PRISM. To help you submit more data electronically, PRISM has an Attachments Module. Your minimum connection speed must be close to 56k or greater. Do not try this with a 28.8k connection speed. It will not work.

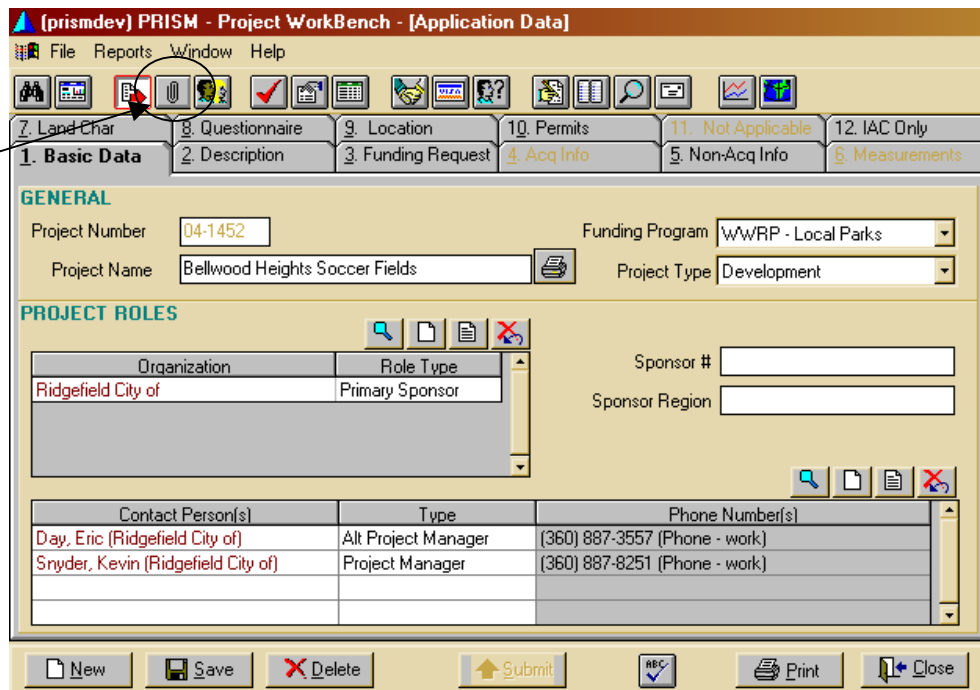
Typical types of attachments include the Application Authorization Memorandum, maps (general vicinity and worksite), project photos, and other materials pertinent to your application.

Documents that are not in a JPEG (photo) or PowerPoint format (such as word processing or spreadsheet files) will be converted to an Adobe Acrobat PDF file. Documents will be stored in PRISM and accessible by the applicant at all times. IAC staff may add documents to an application.

If you have any problems attaching the document, e-mail the file to your IAC Grants Manager. They will attach it for you. If you have a very slow Internet connection, you may find this process faster.

The first step is to locate the project on the Project Browser. Then click on the project and select the Attach  icon from the top menu.

Attachment
button



(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

GENERAL

Project Number: 04-1452 Funding Program: WWRP - Local Parks

Project Name: Bellwood Heights Soccer Fields Project Type: Development

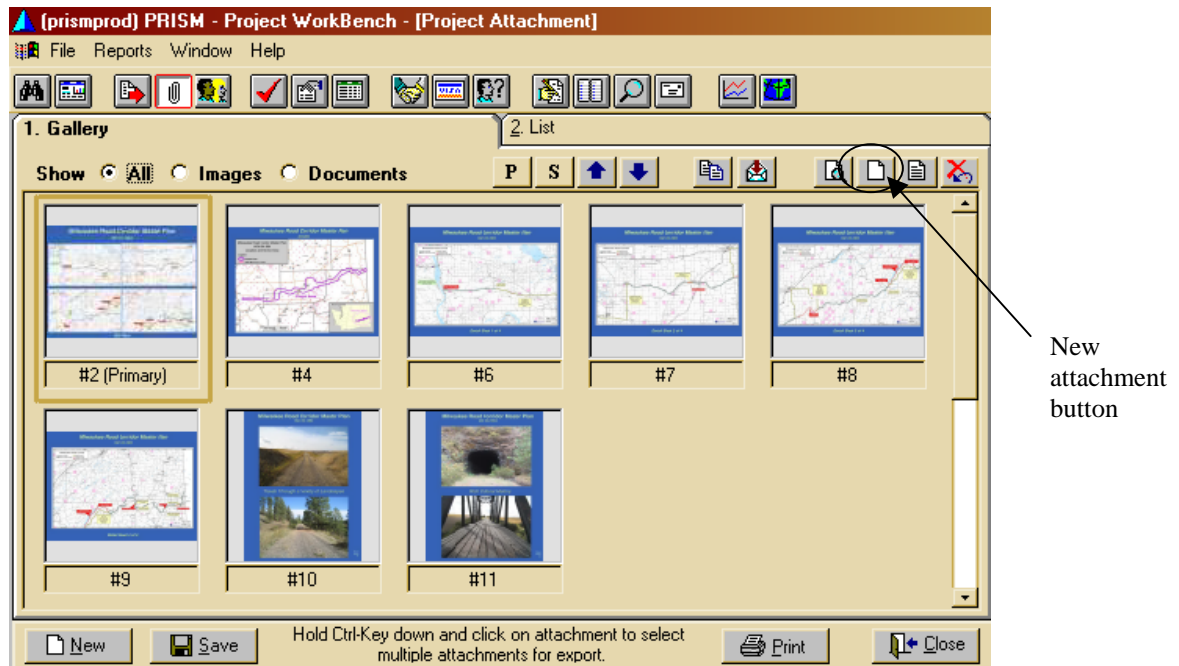
PROJECT ROLES


Organization	Role Type	Phone Number(s)
Ridgefield City of	Primary Sponsor	
Day, Eric (Ridgefield City of)	Alt Project Manager	(360) 887-3557 (Phone - work)
Snyder, Kevin (Ridgefield City of)	Project Manager	(360) 887-8251 (Phone - work)

Sponsor #: Sponsor Region:

New Save Delete Submit Print Close

Project Attachment, Tab 1 Gallery



When you first enter this screen, there are no documents to view. To attach a new document, select the "New"  button. This will bring up the first screen of the Attachment Wizard.

Attachment Wizard

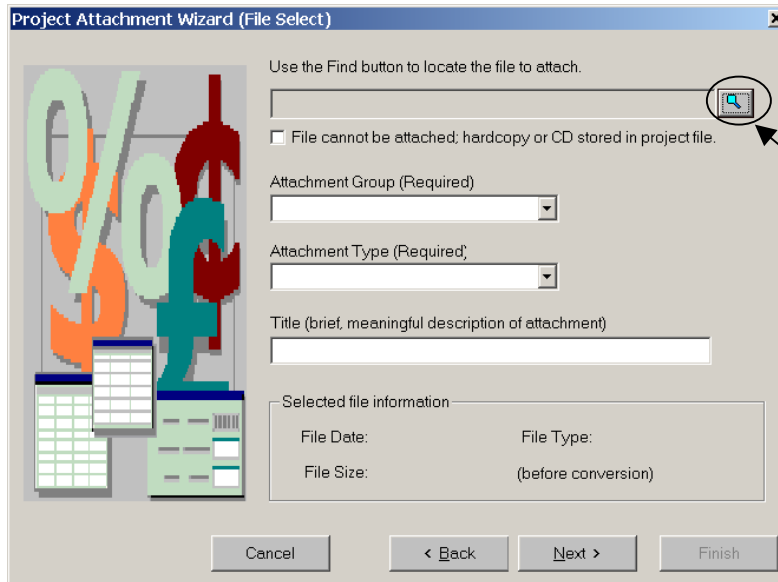
The Attachment Wizard dialog box is shown. It has a title bar "Attachment Wizard" and a close button. The main area contains a large graphic on the left and text on the right. The text reads: "Welcome to the Attachment wizard. Enter the required information and use the Next button to go to the next page in the wizard. Select the Finish button to save changes, upload the file(s) and exit the wizard." Below this text is a section for "Current Project information" with two input fields: "Project Number:" with the value "03-1219" and "Project Name:" with the value "North Fork Restoration". At the bottom are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Verify you have the correct project number and project name, and then select the "Next"




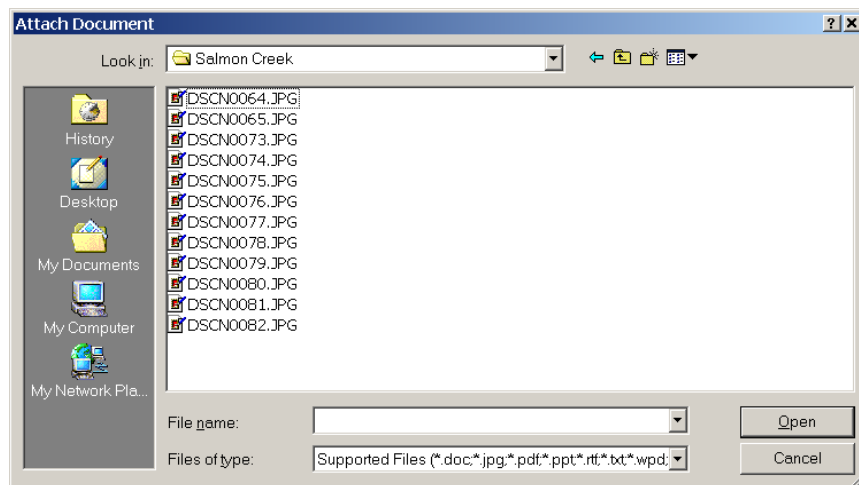
button.

The second Attachment Wizard screen will allow you to select the document or photo to be attached.



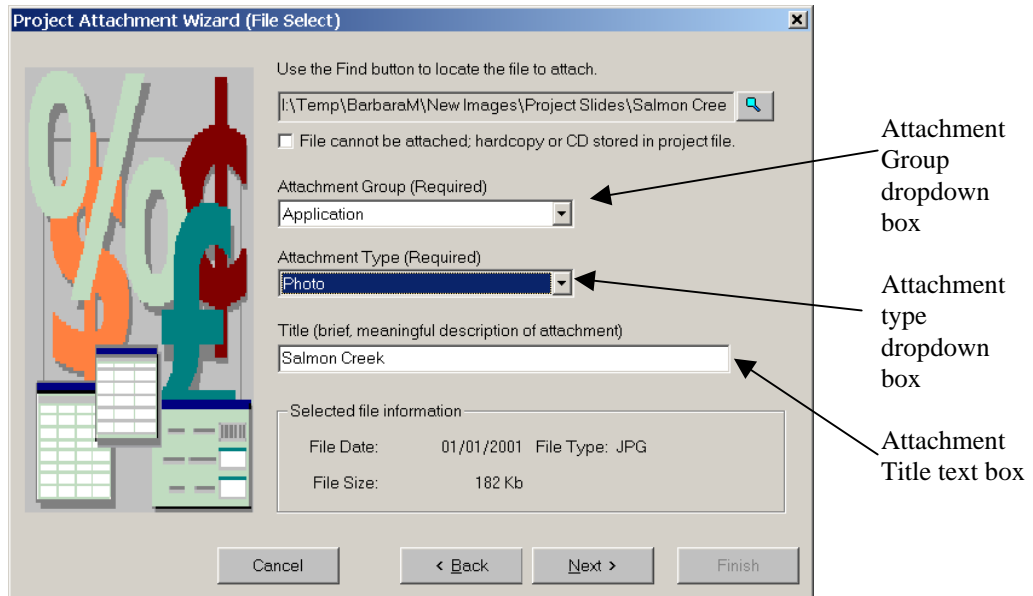
Find
attachment
button

Use the "Find"  button as you would any search process. Clicking on the "Find" button will bring up a directory to search for the document or photo you plan to attach.

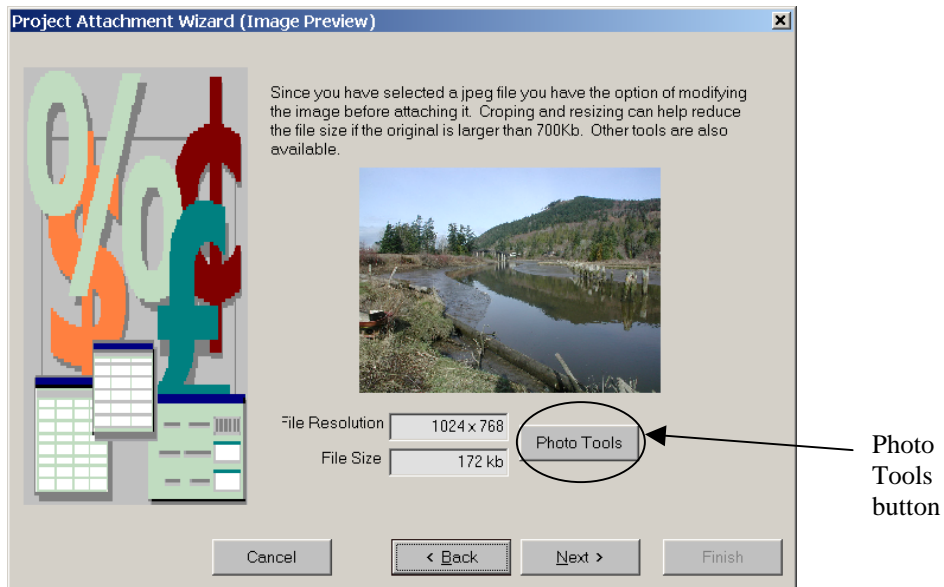


After selecting the item you wish to attach, you will be returned to the Attachment Wizard screen. The file name will appear in the first text box.

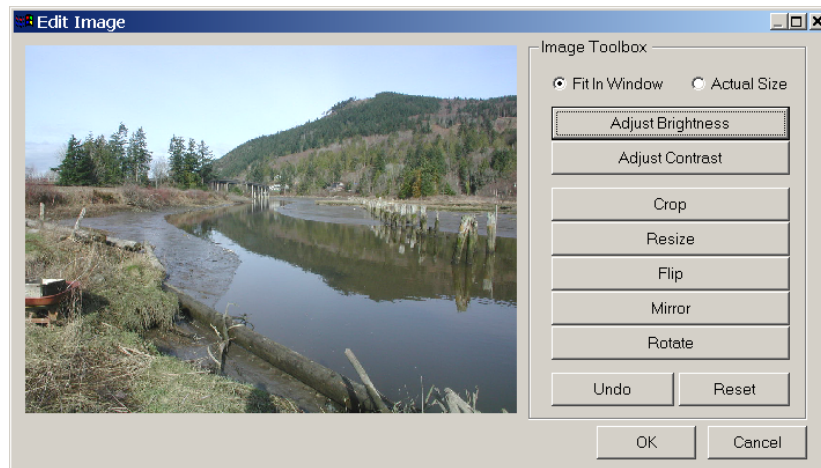
The Attachment Group and Attachment Type fields each contain a dropdown list from which to select an answer. Both of these fields are required. Information will appear in the title data field, which you may change if you wish. Information about the file is displayed on the bottom portion of the screen. Depending on the type of file selected, different screens will display.



Select the "Next"  button. For JPEG files, it will bring up the Image Preview screen.

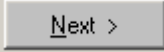


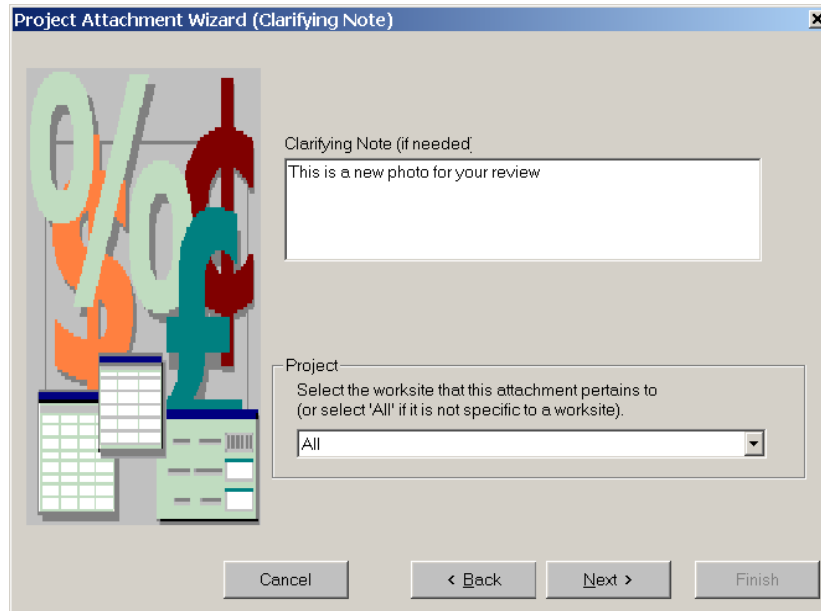
If you would like to modify the JPEG file, select the "Photo Tools" button. This will bring up the edit image screen.



On this screen, you can make a number of changes to the photo. If you don't like the changes, select the "Reset" button. Once you are done with the photo, select the "OK" button. If it was the wrong photo select the "Cancel" button. This will return you to the Project Attachment Wizard screen.

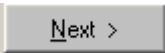
Select the "Next" button. This will bring up the Photo Data screen.

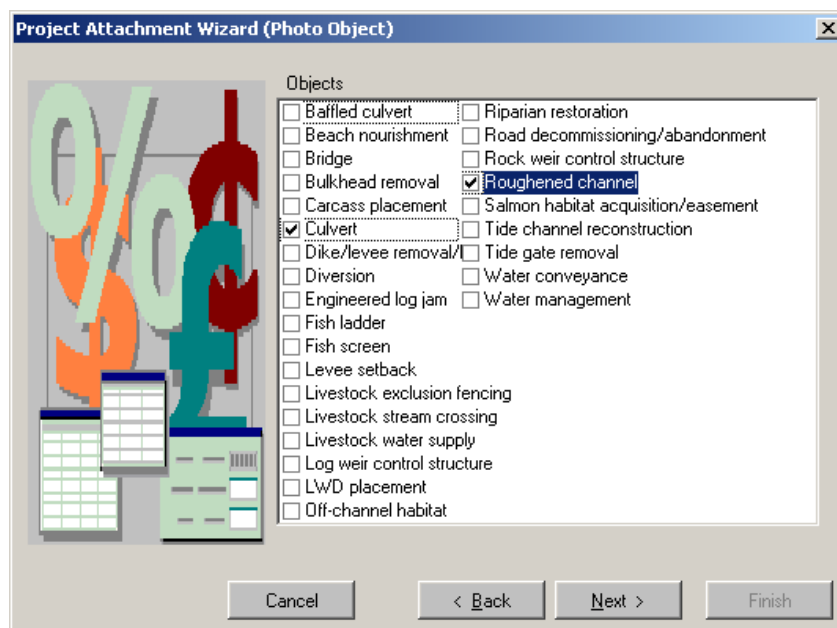
Select from the dropdown box the origin of the photo, viewpoint, timing, and season. Type in the date taken and photo point, if applicable. Select the "Next"  button. This will bring up the Clarifying Note screen.



The screenshot shows the 'Project Attachment Wizard (Clarifying Note)' window. On the left is a decorative graphic with large stylized numbers and symbols. The main area contains a text box for a 'Clarifying Note (if needed)' with the text 'This is a new photo for your review'. Below this is a 'Project' section with a dropdown menu set to 'All'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

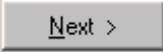
If you need to further describe the information in the file, enter it in the Clarifying Note section. Select the Project Worksite from the dropdown box to attach an item to a specific worksite. If you are just starting an application, there will not be a worksite to select. After an IAC staff member enters location information for this project, the worksite will appear in this section.

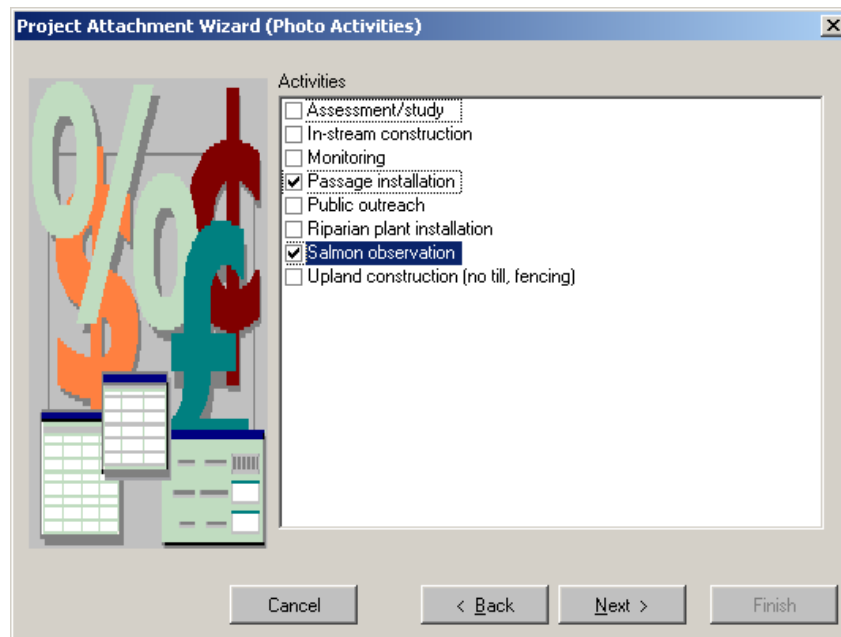
Select the "Next"  button. This will bring up the Photo Object screen.

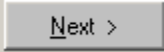


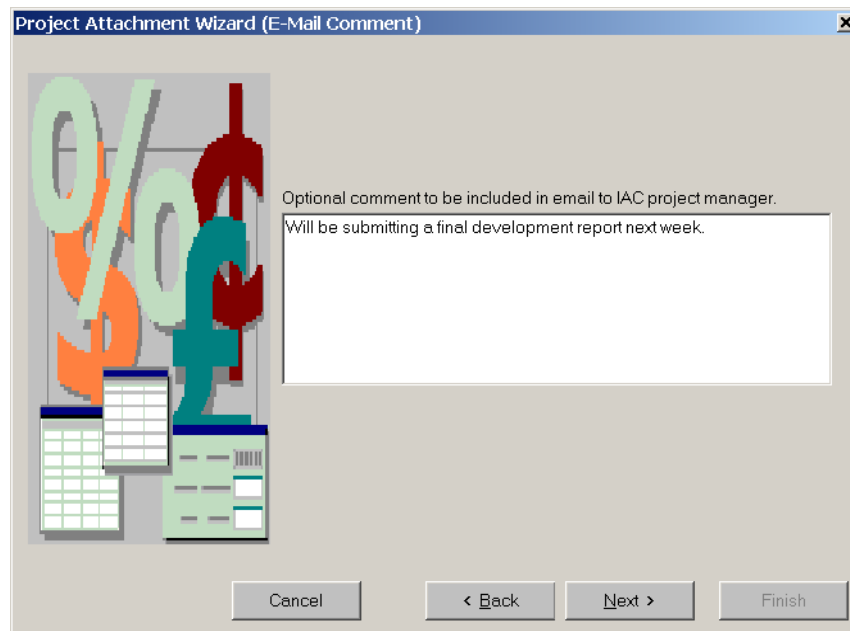
The screenshot shows the 'Project Attachment Wizard (Photo Object)' window. On the left is the same decorative graphic. The main area is titled 'Objects' and contains a list of checkboxes for various project types. The 'Roughened channel' checkbox is selected. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Objects	
<input type="checkbox"/> Baffled culvert	<input type="checkbox"/> Riparian restoration
<input type="checkbox"/> Beach nourishment	<input type="checkbox"/> Road decommissioning/abandonment
<input type="checkbox"/> Bridge	<input type="checkbox"/> Rock weir control structure
<input type="checkbox"/> Bulkhead removal	<input checked="" type="checkbox"/> Roughened channel
<input type="checkbox"/> Carcass placement	<input type="checkbox"/> Salmon habitat acquisition/easement
<input checked="" type="checkbox"/> Culvert	<input type="checkbox"/> Tide channel reconstruction
<input type="checkbox"/> Dike/levee removal	<input type="checkbox"/> Tide gate removal
<input type="checkbox"/> Diversion	<input type="checkbox"/> Water conveyance
<input type="checkbox"/> Engineered log jam	<input type="checkbox"/> Water management
<input type="checkbox"/> Fish ladder	
<input type="checkbox"/> Fish screen	
<input type="checkbox"/> Levee setback	
<input type="checkbox"/> Livestock exclusion fencing	
<input type="checkbox"/> Livestock stream crossing	
<input type="checkbox"/> Livestock water supply	
<input type="checkbox"/> Log weir control structure	
<input type="checkbox"/> LWD placement	
<input type="checkbox"/> Off-channel habitat	

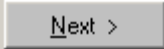
Click on all the Objects that are in the photo. Select the "Next"  button. This will bring up the Photo Activities screen.

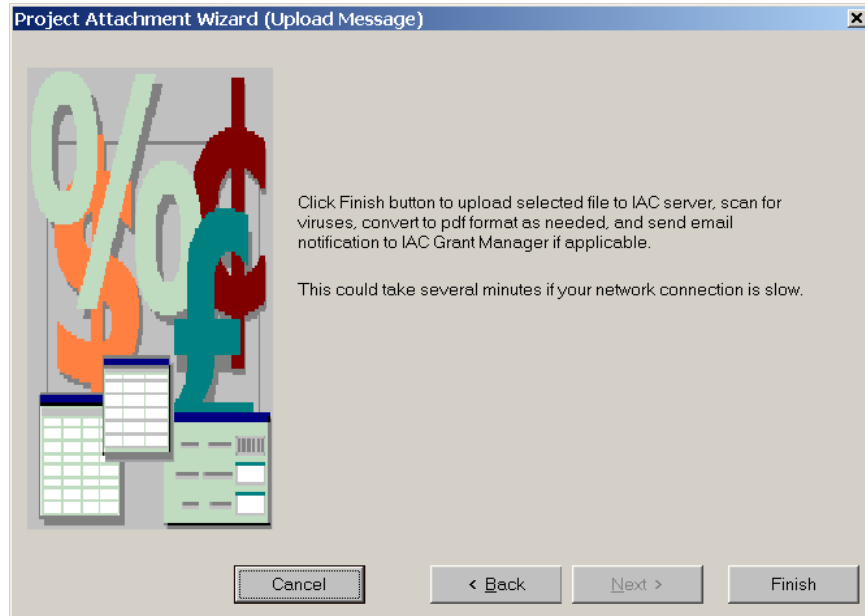


Click on all the Activities that are applicable to the attached photo. Select the "Next"  button. This will bring up the E-Mail Comment screen.

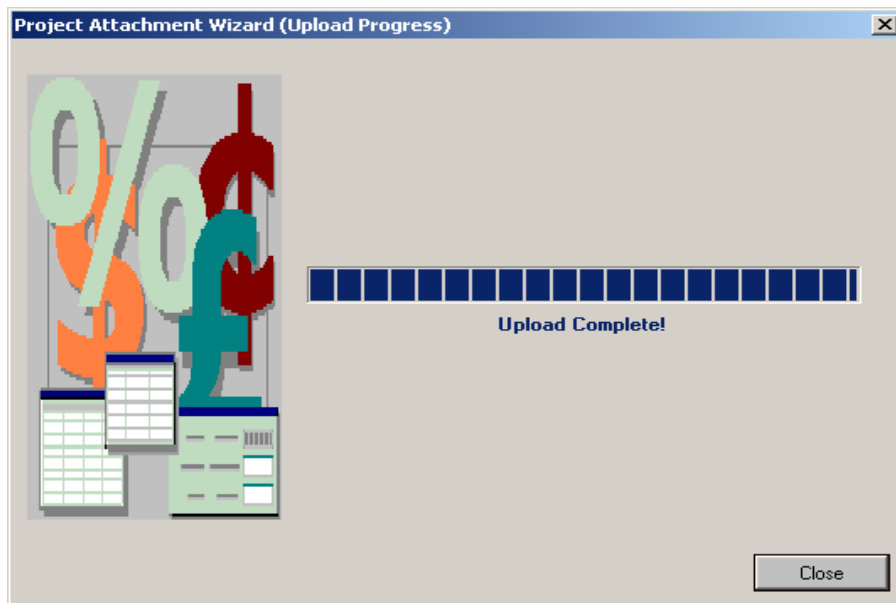


An email will be generated to your IAC grants manager each time you add an attachment. Add any information you would like to have transmitted to your grants manager with the email.

Select the "Next"  button. This will bring up the Upload Message screen.



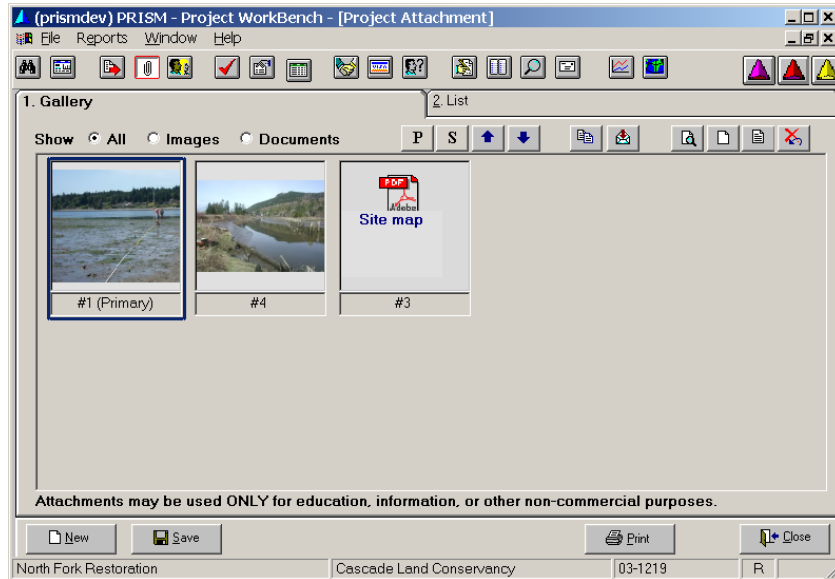
Select the "Finish"  button. This will bring up the Upload Progress screen.








Be patient. You are sending a file over the Internet and it can be slow. If you find this process is too slow for your connection, you can email the file to your IAC grants manager.

When the upload is complete, press "Close" and it will return you to the Gallery screen (Tab 1), which gives you an overall view of your attachments.

Project Attachment, Tab 1 Gallery

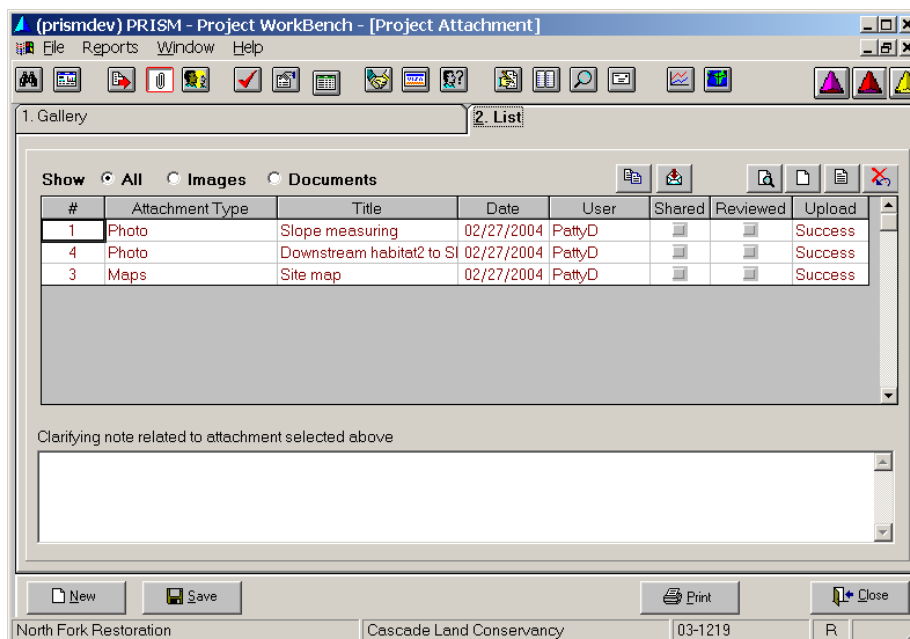


Screen Buttons

	To copy an attachment to your clipboard, first click on the item and then the "Copy" button.
	To export an attachment and save on your computer, first click on the item and then the "Export" button. You then will be given the option of where you want to save it.
	The "View" button gives a full screen view of selected attachment.
	The "Add" button allows you to attach another photo or document to the current project.
	When the "Edit" button is selected, an attachment detail screen appears with one to four tab sections, depending on type of attachment. You may make additions or changes that pertain to the selected attachment on any or all of the screens. When finished, save and close.

To view a summary of all the documents, photos, and graphics submitted for the project, click on Tab 2 List.


Project Attachment, Tab 2 List



To view all attachments, make sure the "All" button is selected. The "Shared" button is marked after an IAC grants manager has reviewed the document and made it available to all PRISM users. Until it is marked, only IAC staff and the organization submitting the application can view the document/photo/graphic. This screen also will tell you if there were any problems with the uploading process. The only data that can be entered on this screen is in the Clarifying Notes section.

XI. Using the Project Checklist

Once an application has been submitted to IAC staff for review, the grants manager will start completing an on-line checklist. This checklist contains information about required elements of an application.

Click on the project and then select the "Checklist"  icon from the top menu.

(prismdev) PRISM - Project WorkBench - [Application Data]

File Reports Window Help

7. Land Char 8. Questionnaire 9. Location 10. Permits 11. Not Applicable 12. IAC Only

1. Basic Data 2. Description 3. Funding Request 4. Acq Info 5. Non-Acq Info 6. Measurements

GENERAL

Project Number: 04-1452 Funding Program: WWRP - Local Parks

Project Name: Bellwood Heights Soccer Fields Project Type: Development

PROJECT ROLES

Organization	Role Type
Ridgefield City of	Primary Sponsor

Sponsor #:
Sponsor Region:

Contact Person(s)	Type	Phone Number(s)
Day, Eric (Ridgefield City of)	Alt Project Manager	(360) 887-3557 (Phone - work)
Snyder, Kevin (Ridgefield City of)	Project Manager	(360) 887-8251 (Phone - work)

New Save Delete Submit ABC Print Close

An applicant cannot change any data on this screen, however it is a great tool for an applicant to see a grants manager's notes about your application's completeness. Applicants may, from time to time, receive email or letters and a checklist detailing the information contained on the screen.

Checklist (default view)


Checklist

1 -- Application

tester305

Expanded view button

	Requirement	In
S	Application Authorization	C
S	Project Name	C
S	Funding Program	C
S	Project Type	C
S	Applicant Information	C
S	Contact Information	C
S	Project Description	C
S	IAC Funding Request	C
S	Match	C
S	Non-Acq. Cost Estimate	C
S	Application Questionnaire	C

To expand the screen to see all the text, select the "Plus"  button.

The first column identifies who is responsible for that application requirement. "S" stands for sponsor and "I" stands for IAC. The codes in the middle column refer to whether the required material has been completed.

C = Item is complete

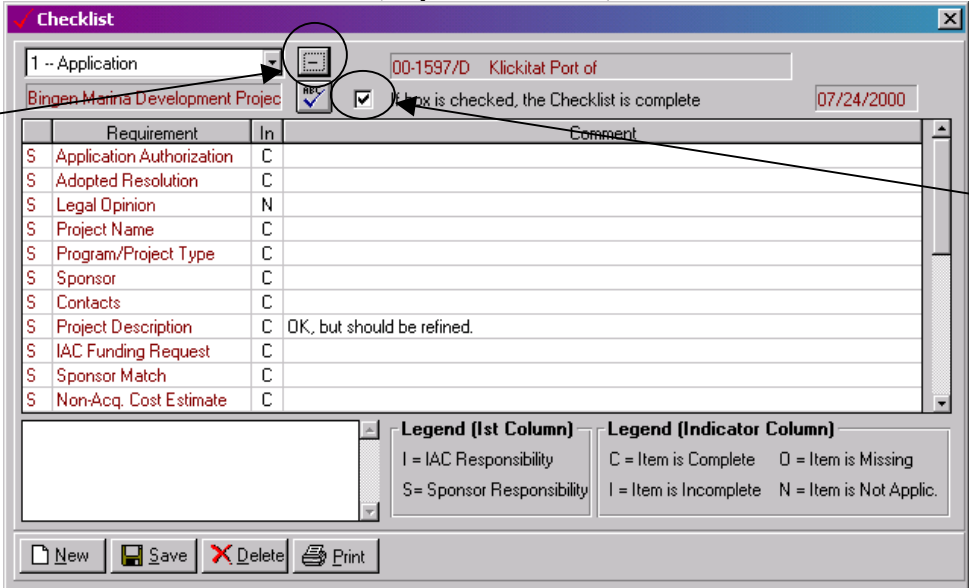
O = Item is missing

I = Item submitted is incomplete

N = Item is not applicable for this application

The checklist items are different for each grant program and for each type of project (acquisition, development, restoration, etc).

Checklist (expanded view)




Compress screen button



Application complete button

Requirement	In	Comment
S Application Authorization	C	
S Adopted Resolution	C	
S Legal Opinion	N	
S Project Name	C	
S Program/Project Type	C	
S Sponsor	C	
S Contacts	C	
S Project Description	C	OK, but should be refined.
S IAC Funding Request	C	
S Sponsor Match	C	
S Non-Acq. Cost Estimate	C	



Legend (1st Column)
 I = IAC Responsibility
 S = Sponsor Responsibility

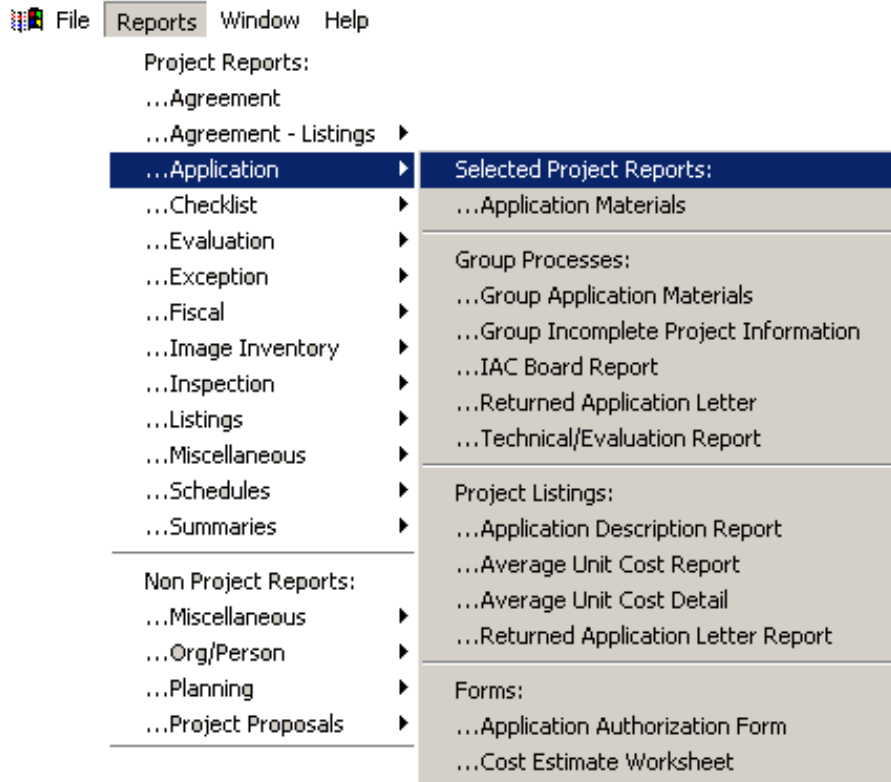
Legend (Indicator Column)
 C = Item is Complete O = Item is Missing
 I = Item is Incomplete N = Item is Not Applicable.

To make the screen smaller again, select the "Minus"  button.

An IAC grants manager marks the  box when all the data for the application has been completed. To close the window, select the "Close"  button in the right top corner.

XII. Reports

There are a number of reports that you can get directly from many screens by clicking on the "Print"  button or from the "Menu"  File Reports Window Help bar. The Reports Menu brings up a list of reports that can be generated from the system.



Select  for the following reports:

- Application Authorization Form**
 The Application Authorization Form is available as a report to be used by you. The Application Authorization Form is printed, listing your projects and only requiring a signature before submitting to IAC.
- Application Materials**
 Application Materials is a menu selection consisting of 10 separate reports. These reports make up the primary application reports and are grouped together on the reports menu under Application Materials.
- Application Project Summary**
 Application Project Summary contains key information about an application. It extracts data from Application Data module, as well as information from the organization or person screens. The Application Project Summary (and the cost estimate report) is used for project review, technical review, evaluation, and Board review.

- **Non-Acquisition Cost Estimate**
Non-Acquisition Cost Estimate reports on cost estimate information for development and non-capital projects. It pulls information from the Application Data, Tab 5 Non-acquisition Information screen.
- **Acquisition Cost Summary**
The Acquisition Cost Summary summarizes cost estimates for acquisition projects. It pulls information from the Application Data, Tab 4 Acquisition Information screen.
- **Acquisition Cost Details**
The Acquisition Cost Detail is a detail report by parcel on cost estimates for acquisition projects. It pulls information from the Application Data, Tab 4 Acquisition Information screen. Typically, this report accompanies the Acquisition Cost Summary report.
- **Description and Funding Information**
Description and Funding Information reports the application description and summary cost estimates. It pulls information from Application Data, Tab 3 Funding Request and summary information from the Application Data, Tab 4 & 5, and Cost Estimates screens.
- **Applicant Information**
Applicant Information reports on organizations and contacts for a project. It pulls information from the Organization, Tab 1 and Person, Tab 5 screens.
- **Project Worksite Information**
Project Worksite Information reports on worksite data. It pulls information from the Application Data, Tab 9 Location Information, including the pop-up Map, Area, and Water screens.
- **Miscellaneous Information**
Miscellaneous Information reports permits and special program information for Firearms and Archery Range Recreation (FARR), Nonhighway and Off-road Vehicle Activities (NOVA), and National Recreational Trails Program (NRTP). It pulls information from the Application Data, Tab 10 Permits and the Application Data, Tab 11 FARR and NRTP/NOVA screens. Depending on the program, different information will print on the report.
- **Application Questionnaire**
Application Questionnaire reports the answers provided to the application questionnaire. It pulls information from the Application Data, Tab 8 Questionnaire screen.

Select  for the following reports:

- **Browser Report**
The Browser Report is useful to grants managers for the management of application workloads. The Browser Report can be sorted and organized in the same way as the Browser. These customized reports become useful in creating lists of projects in the application statuses.

- **Project Funding/Listing by Location**
A listing of projects by location either with or without associated funding information.
- **Project Funding by Program**
A listing of projects by program either with or without associated funding information.

XIII. Quick Steps























Following is a condensed version of instructions for entering an application for those who just need a review.

On the PRISM browser screen, select the "New Application" button.

1. **Application Wizard.** Type in the Project Name. Be specific about the project name, as it will follow the project throughout its lifetime. Select Funding Program and Project Type. Use the "Find" button to locate the Project Sponsor. Click on the "Finish" button to close the wizard.
2. **Tab 1 Basic Data.** Use the "Find" button to identify a Contact Person and designate her or him as project manager. If a sponsor or contact person cannot be found, you will need to enter a new one by selecting the "Add" button.
3. **Tab 2 Description.** Type in a Project Description. There is a 1500 character maximum for the description.
4. **Tab 3 Funding.** Enter amount of funds requested. Under Sponsor Match select the type of match your organization will provide and the amount for each type of match.
5. **Tab 4 Acquisition Info.** Select "Add New Property" button and enter data on Property Details screen. Save. On the summary screen, enter Administration Cost.
6. **Tab 5 Non-Acquisition Info.** Select Elements and Items from dropdown lists and enter Quantity and Total Cost amounts. For some items, a short description is required. Enter the Sales Tax and Administration and Engineering Cost Estimate if the field is not grayed out.
7. **Tab 7 Land Characteristics.** Enter the Project Acreage Type and number of existing acres and the number of acres proposed to be acquired, developed, and/or renovated. Enter the Project Waterfront Type, if applicable, and number of existing feet of waterfront and the number of feet proposed to be acquired, developed, and/or renovated. Enter a brief description of the property in the Land Comments text box. Enter the number of trail miles proposed for acquisition, development, and/or renovation, if applicable.
8. **Tab 8 Questionnaire.** Click on each question and type a response in the text box provided.
9. **Tab 9 Location.** Enter specific driving directions and current landowner information.

10. **Tab 10 Permits.** Select permits needed from the dropdown box. Add information about the status of the permits in the Comment text box.
11. Select **SAVE**, **SUBMIT**, and **YES** to release the application to IAC. If any errors are detected, you will receive an Incomplete Project Information message. Select YES to view a detailed report of missing and incorrect information. Fix errors and repeat **SAVE** and **SUBMIT** until application passes all edits.
12. Add Attachments (see Section X for step-by-step instructions on this feature).

XIV. PRISM Button Glossary

	Start Menu→Programs→PRISM icon
	Project Browser
	Project Summary information
	Application Data
	Attachments
	Organizations and People
	Checklists
	Project Proposals (Letters of Intent Received)
	Master Schedules
	Agreement Data
	Billing information
	Project Status
	Narrative (project comments)
	Log Review
	Compliance Inspections
	Find/search database
	Add new data
	Edit data
	Delete data
	Print
	Spell check
	Zoom text box